Australian Government

Australian Reinsurance Pool Corporation

RISe - Reinsurance Information System

Cedant User Manual

Version	V3.0

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1 Document Information

1.1 Glossary of Terms

Acronym / Term	*Term / Definition*
ARPC	Australian Reinsurance Pool Corporation
Business Class	The insurance classes covered by ARPC. These are the same as those for which premium returns are submitted with the addition of Public Liability.
Eligible Australian Insurance	Eligible risks that cedants report and pay premium to ARPC
GST	Goods and Services Tax
GWP	Gross Written Premium
Ineligible Australian Insurance	Risks that cedants cover but are not covered by ARPC
Non-Resident Withholding Tax	Relates directly to the tax that cedants are required under their country's tax laws to withhold from the premium paid to ARPC.
RISe	Reinsurance Information System – ARPC's web based system used by its reinsureds to submit premium and aggregate information to ARPC.

2 Introduction

2.1 Who Should Read this Manual

This manual is intended for users of the ARPC Reinsurance Information System – i.e. employees of ARPC's Reinsured's who will be required to use the system to submit information.

This manual describes the functionality available within the system and provides explanations on how to effectively use the system. It is the primary help resource available for the system. Additional support, if required, can be sought from ARPC.

The concepts of this manual assume that the user is familiar terms and concepts outlined in the ARPC Reinsurance Agreement.

2.2 Other Resources

The RISe Claims Cedant Manual describes the functions of the web based ARPC Claims System which should be used In the event of an eligible terrorism loss to submit loss estimates and claims. This manual is available from the About RISe page on the ARPC Internet site - http://arpc.gov.au/reinsuring/rise/

2.3 System Requirements

2.3.1 Web Browser

The RISe system is a web based system so can be used on any device that runs a modern web browser.

Recommended browsers include:

- Chrome
- Firefox
- Internet Explorer - version 7 or above (version 9 or above preferred)
- Safari

Other browsers may work but have not been tested by ARPC.

2.3.2 File Types

You will require Excel XP or above in order to complete ARPC templates.

All forms submitted must be on the latest version of the templates (which can be found in the 'Download Template' section of RISe

3 Overview

3.1 RISe and Client Obligations

The reinsurance agreement requires clients to submit the following information via RISe:

- •quarterly premium returns
- •annual fire and ISR gross written premium returns (both ARPC eligible and ineligible)
- •annual aggregate reports of sums insured by postcode
- •loss estimates (if applicable) and
- •claims (if applicable)

RISe is ARPC's client Information management system, which provides clients with a simple, secure and effective means of submitting this information.

To ensure the information held by ARPC is current, clients are requested to use RISe to verify their details annually and advice of any relevant changes. The system also assists ARPC to manage and process the information efficiently and effectively

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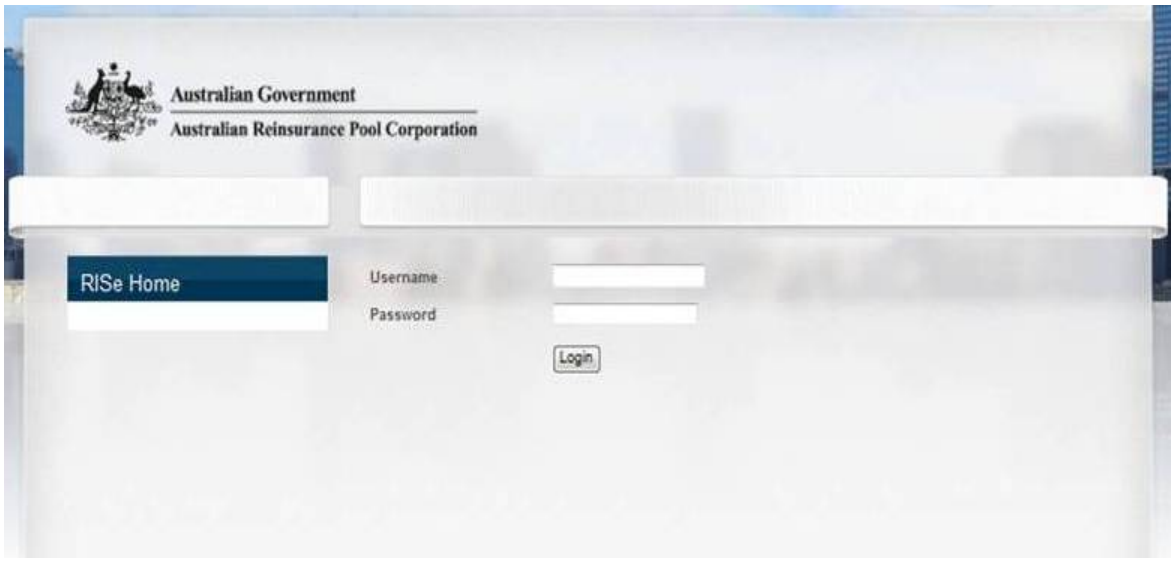
4 Logging In

Log in details should have previously been provided to you via email, if however you are unable to locate your user details please contact ARPC on +61 02 6279 2100 or via email enquiries@arpc.gov.au

4.1 To log in to RISe:

RISe can be accessed either by a link on the ARPC website http://arpc.gov.au/ or directly by going to https://rise.arpc.gov.au/login



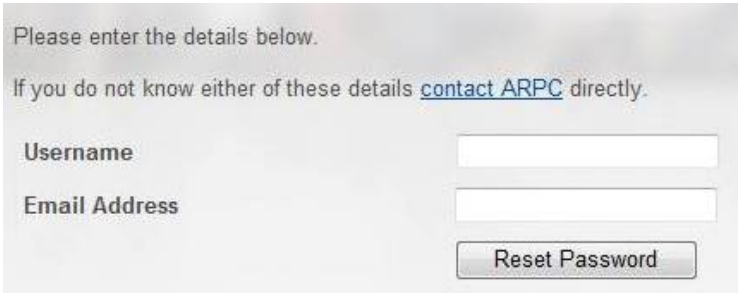
- in the ***Username*** field, enter the username provided by ARPC
- in the ***Password*** field enter your password. This is a case sensitive system generated password
- click on the Login button

Forgotten password

After attempting to login you will be asked if you have 'forgotten your password'? click on this link

Have you forgotten your password?
Username
Password
Wrong username or password.
For security reasons, after 3 failed attempts your account will be locked.
Login

You will then be asked to fill in your Username and Email address


Please enter the details below.
If you do not know either of these details contact ARPC directly.
Username
Email Address
Reset Password

If you can not remember your Username click on the '*contact ARPC*' link and request your password and username via email.

The email address being requested is that of the Primary Contact person as listed in RISe and not necessarily your own.

Locked Account

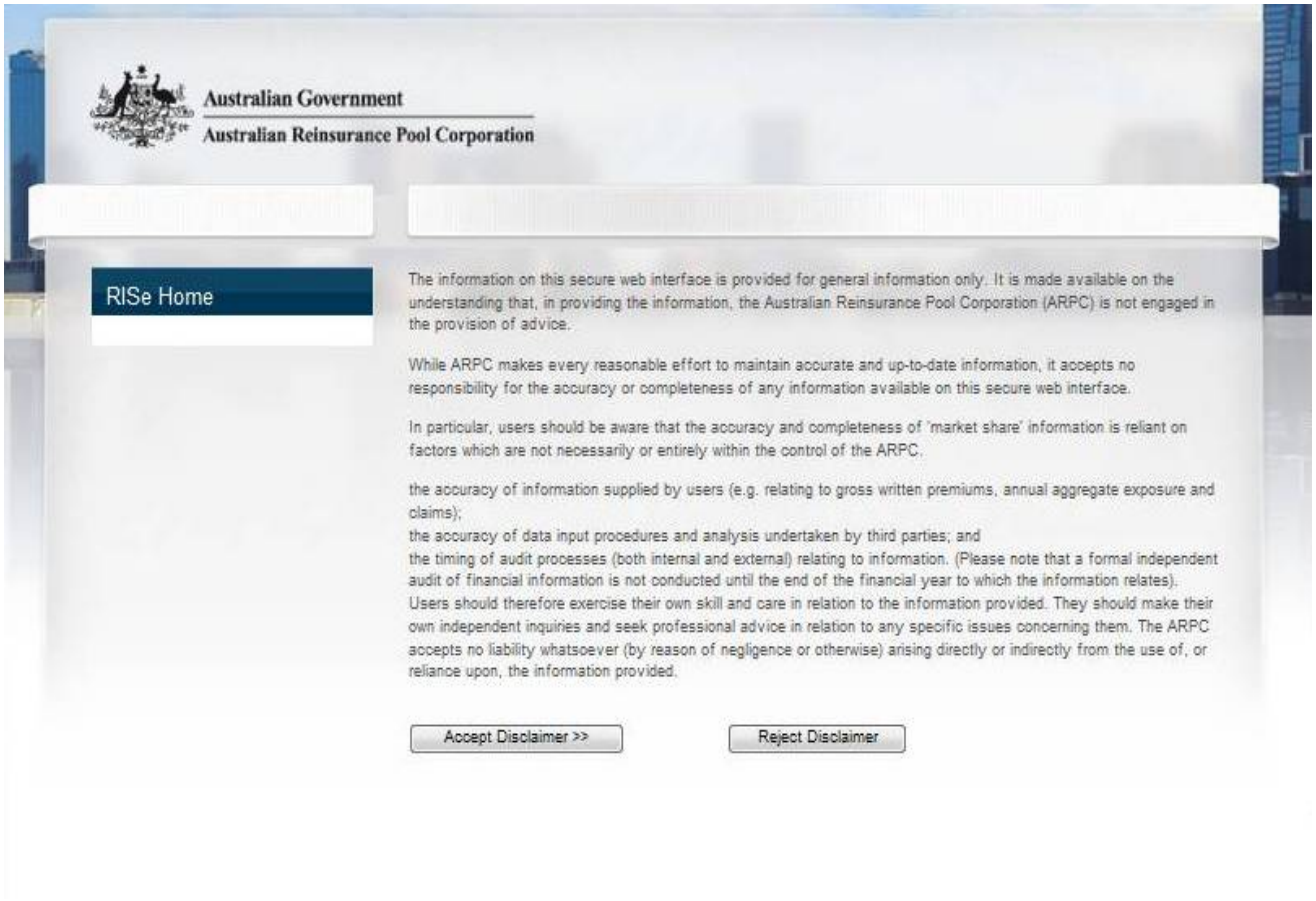
After three failed log in attempts, the system will automatically lock your account.

To arrange to have your account unlocked and a temporary password reissued, please contact the ARPC on enquiries@arpc.gov.au and provide your username.

You should completely close down and then reopen your internet browser before attempting to log back in with the new temporary password.

Disclaimer

After logging in to RISe the disclaimer page is displayed.

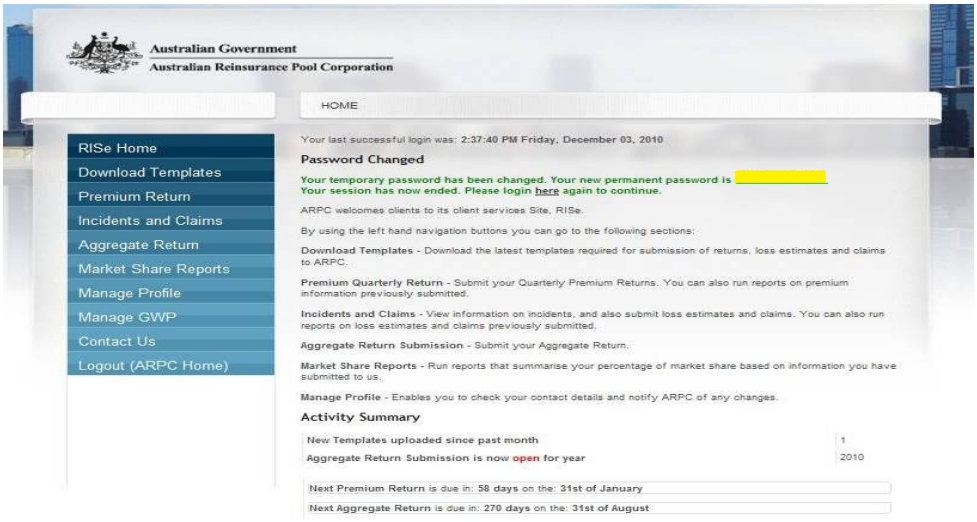

Australian Government
Australian Reinsurance Pool Corporation
RISe Home
The information on this secure web interface is provided for general information only. It is made available on the understanding that, in providing the information, the Australian Reinsurance Pool Corporation (ARPC) is not engaged in the provision of advice.
While ARPC makes every reasonable effort to maintain accurate and up-to-date information, it accepts no responsibility for the accuracy or completeness of any information available on this secure web interface.
In particular, users should be aware that the accuracy and completeness of 'market share' information is reliant on factors which are not necessarily or entirely within the control of the ARPC.
the accuracy of information supplied by users (e.g. relating to gross written premiums, annual aggregate exposure and claims);
the accuracy of data input procedures and analysis undertaken by third parties; and
the timing of audit processes (both internal and external) relating to information. (Please note that a formal independent audit of financial information is not conducted until the end of the financial year to which the information relates).
Users should therefore exercise their own skill and care in relation to the information provided. They should make their own independent inquiries and seek professional advice in relation to any specific issues concerning them. The ARPC accepts no liability whatsoever (by reason of negligence or otherwise) arising directly or indirectly from the use of, or reliance upon, the information provided.
Accept Disclaimer >>
Reject Disclaimer

Once you have read the disclaimer you will need to click on the button in order to continue.

5 Home Page

After accepting the disclaimer the Home page is displayed.

(If this is your first time logging on with a new or reset password, the information regarding your password will be displayed)


Australian Government
Australian Reinsurance Pool Corporation
HOME
RISe Home
Download Templates
Premium Return
Incidents and Claims
Aggregate Return
Market Share Reports
Manage Profile
Manage GWP
Contact Us
Logout (ARPC Home)
Your last successful login was: 2:37:40 PM Friday, December 03, 2010
Password Changed
Your temporary password has been changed. Your new permanent password is
Your session has now ended. Please login here again to continue.
ARPC welcomes clients to its client services Site, RISe.
By using the left hand navigation buttons you can go to the following sections:
Download Templates - Download the latest templates required for submission of returns, loss estimates and claims to ARPC.
Premium Quarterly Return - Submit your Quarterly Premium Returns. You can also run reports on premium information previously submitted.
Incidents and Claims - View information on incidents, and also submit loss estimates and claims. You can also run reports on loss estimates and claims previously submitted.
Aggregate Return Submission - Submit your Aggregate Return.
Market Share Reports - Run reports that summarise your percentage of market share based on information you have submitted to us.
Manage Profile - Enables you to check your contact details and notify ARPC of any changes.
Activity Summary
New Templates uploaded since past month 1
Aggregate Return Submission is now open for year 2010
Next Premium Return is due in: 58 days on the: 31st of January
Next Aggregate Return is due in: 270 days on the: 31st of August

Please note the writing in green, which will provide you with your new permanent password, you will need to record this password as you will be required to log straight back in using your username and this new permanent password

5.1 Homepage General Information

As well as an overview of the RISe system the home page provides the following information.

Heading	*Description*
Last Successful Login	The date your account was last accessed
New Templates	Will show any new templates that have been added by ARPC. If new templates have been added you will need to ensure that you are using the latest version
Aggregate Return Status and year	Will inform you if submissions are open (able to submit) or closed (unable to submit) and for which year
Next Premium Return	Informs you when your next quarterly premium return is due for submission
Next Aggregate Return	Informs you when your next annual aggregate Report is due for submission

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5.2 Navigation Menu

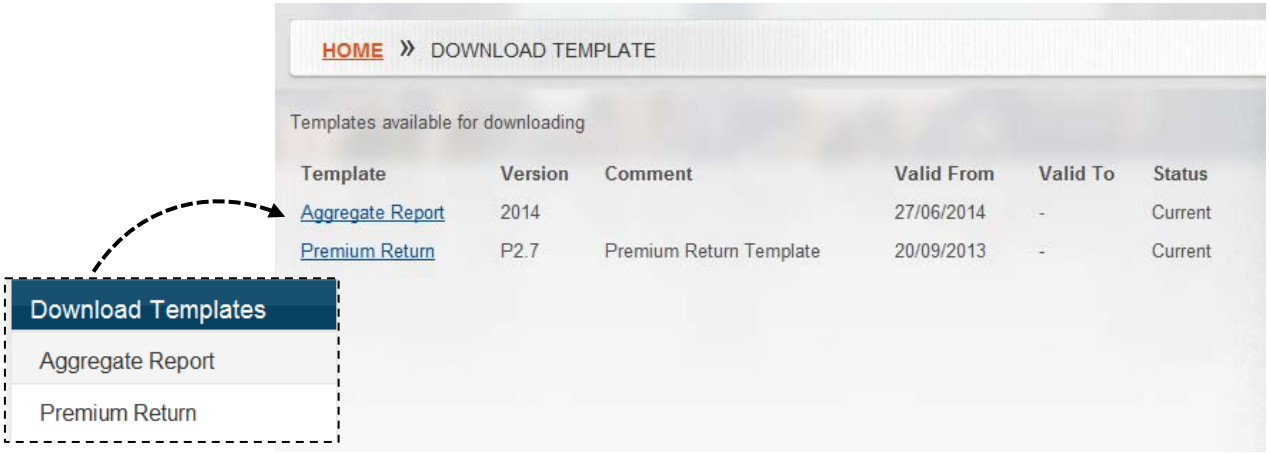
The menu on the left hand side of the screen enables you to navigate to the areas of RISe you require.

Navigation Item	*Description*
RISe Home	This is the current page you are on, if at any stage you wish to return to this page you should click on this button
Download Templates	On this screen you will be able to download the latest templates required for submission of premium or Aggregate reports
Premium Return	Submit quarterly premium reports and nil premium returns. You can also run reports on previously submitted premium information (see ***page 24*** for instructions on submitting your quarterly premium return).
Incidents and Claims	In the event of an incident this will open the Claims module system.
Aggregate Return	Submit Annual Aggregate Report. You can also run reports on previously submitted aggregate data (see ***page 30*** for instructions on submitting your Annual Aggregate Report).
Manage Profile	Check your contact information and notify ARPC of any changes
Manage GWP	Submit annual fire and ISR gross written premium (GWP) returns (both ARPC eligible and ineligible) which is used to calculate your annual retention (see ***page 41*** for instructions on submitting your Annual Gross Written Premium Declaration)
Contact Us	Contact ARPC
Logout (ARPC Home)	Logs you out of RISe and takes you the ARPC website

6 Templates

6.1 Download Templates

Once you have opened this page you will be able to view the templates that are available.



The template links that are displayed on this page are the latest versions available for download, you will need to ensure that you are using the most recent and current version when uploading these documents.

- once you have clicked on the template a dialogue box will appear at the bottom of your screen asking if you would like to Open or Save the template

- if you would like to work on the template before saving select the Open button
- if you would like to download the template now to work on later, select the Save button.

6.2 Completing the Templates

The following pages show examples of the ARPC Templates and brief instructions on how to complete them.

Should you require further information on how to complete the templates please contact ARPC using the

menu item.

6.2.1 Premium Return Template

ARPC — Australian Reinsurance Pool Corporation

Remittance Advice

ARPC ABN: 74 807 136 872

CEDANT NAME: _____ PAYMENT DATE: _____

Non-Resident for GST purposes (ie. not required to pay GST) | Yes | Exchange Rate | 0

Withholding Tax Rate | 0.00%

Business Number / ABN: _____

PAYMENT AMOUNT: AU$$ | 0.00 | BROKER NAME: (If Applicable) _____

PAYMENT DETAILS:

Financial Year Ending: 2014

1 Period ending 30/09 | Period ending 31/03

Period ending 31/12 | Period ending 30/06

OTHER PAYMENT DETAILS: _____

→PAYMENTS TO BE MADE BY EFT TO ARPC AT:

BANK:	RESERVE BANK OF AUSTRALIA
SWIFT (For foreign company):	RSBKAU2S
BSB	092-009
ACCOUNT NUMBER:	009-11657-9
ACCOUNT NAME:	Australian Reinsurance Pool Corporation Premiums Account

PLEASE UPLOAD THIS TEMPLATE USING RISE: https://rise.arpc.gov.au

Australian Reinsurance Pool Corporation
ABN 74 807 136 872

ARPC Premium Return Form

Registration Nbr:

		ACT	NSW	NT	QLD	SA	TAS	VIC	WA	TOTAL
Tier A										
Fire / ISR / BI										
Subject Gross Written Premium		-	$0.00	-	$0.00	$0.00	-	$0.00	$0.00	$0.00
Reinsurance Premium at	12%	-	$0.00	-	$0.00	$0.00	-	$0.00	$0.00	$0.00
~~Australian GST~~		-	-	-	-	-	-	-	-	-
non-resident Withholding Tax		-	$0.00	-	$0.00	$0.00	-	$0.00	$0.00	$0.00
Sub-total		-	$0.00	-	$0.00	$0.00	-	$0.00	$0.00	$0.00
Contract Works										
Subject Gross Written Premium		-	$0.00	-	$0.00	$0.00	-	$0.00	$0.00	$0.00
Reinsurance Premium at	12%	-	$0.00	-	$0.00	$0.00	-	$0.00	$0.00	$0.00
~~Australian GST~~		-	-	-	-	-	-	-	-	-
non-resident Withholding Tax		-	$0.00	-	$0.00	$0.00	-	$0.00	$0.00	$0.00
Sub-total		-	$0.00	-	$0.00	$0.00	-	$0.00	$0.00	$0.00
Mobile Plant										
Subject Gross Written Premium		-	$0.00	-	$0.00	$0.00	-	$0.00	$0.00	$0.00
Reinsurance Premium at	12%	-	$0.00	-	$0.00	$0.00	-	$0.00	$0.00	$0.00
~~Australian GST~~		-	-	-	-	-	-	-	-	-
non-resident Withholding Tax		-	$0.00	-	$0.00	$0.00	-	$0.00	$0.00	$0.00
Sub-total		-	$0.00	-	$0.00	$0.00	-	$0.00	$0.00	$0.00
Farm										
Subject Gross Written Premium		-	$0.00	-	$0.00	$0.00	-	$0.00	$0.00	$0.00
Reinsurance Premium at	12%	-	$0.00	-	$0.00	$0.00	-	$0.00	$0.00	$0.00
~~Australian GST~~		-	-	-	-	-	-	-	-	-
non-resident Withholding Tax		-	$0.00	-	$0.00	$0.00	-	$0.00	$0.00	$0.00
Sub-total		-	$0.00	-	$0.00	$0.00	-	$0.00	$0.00	$0.00
Burglary										
Subject Gross Written Premium		-	$0.00	-	$0.00	$0.00	-	$0.00	$0.00	$0.00
Reinsurance Premium at	12%	-	$0.00	-	$0.00	$0.00	-	$0.00	$0.00	$0.00
~~Australian GST~~		-	-	-	-	-	-	-	-	-
non-resident Withholding Tax		-	$0.00	-	$0.00	$0.00	-	$0.00	$0.00	$0.00
Sub-total		-	$0.00	-	$0.00	$0.00	-	$0.00	$0.00	$0.00
Miscellaneous Accident										
Subject Gross Written Premium		-	$0.00	-	$0.00	$0.00	-	$0.00	$0.00	$0.00
Reinsurance Premium at	12%	-	$0.00	-	$0.00	$0.00	-	$0.00	$0.00	$0.00
~~Australian GST~~		-	-	-	-	-	-	-	-	-
non-resident Withholding Tax		-	$0.00	-	$0.00	$0.00	-	$0.00	$0.00	$0.00
Sub-total		-	$0.00	-	$0.00	$0.00	-	$0.00	$0.00	$0.00
Glass										
Subject Gross Written Premium		-	$0.00	-	$0.00	$0.00	-	$0.00	$0.00	$0.00
Reinsurance Premium at	12%	-	$0.00	-	$0.00	$0.00	-	$0.00	$0.00	$0.00
~~Australian GST~~		-	-	-	-	-	-	-	-	-
non-resident Withholding Tax		-	$0.00	-	$0.00	$0.00	-	$0.00	$0.00	$0.00
Sub-total		-	$0.00	-	$0.00	$0.00	-	$0.00	$0.00	$0.00
Total Gross Written Premium		-	$0.00	-	$0.00	$0.00	-	$0.00	$0.00	$0.00
Total Reinsurance Premium at	12%	-	$0.00	-	$0.00	$0.00	-	$0.00	$0.00	$0.00
~~Australian GST~~		-	-	-	-	-	-	-	-	-
non-resident Withholding Tax		-	$0.00	-	$0.00	$0.00	-	$0.00	$0.00	$0.00
Total Due		-	$0.00	-	$0.00	$0.00	-	$0.00	$0.00	$0.00

Australian Reinsurance Pool Corporation
ABN 74 807 136 872

ARPC Premium Return Form

Tier B

		Registration Nbr: ACT	NSW	NT	QLD	SA	TAS	VIC	WA	TOTAL
Fire / ISR / BI										
Subject Gross Written Premium		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Reinsurance Premium at	4%	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Australian GST		-	-	-	-	-	-	-	-	-
non-resident Withholding Tax		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Sub-total		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Contract Works										
Subject Gross Written Premium		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Reinsurance Premium at	4%	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Australian GST		-	-	-	-	-	-	-	-	-
non-resident Withholding Tax		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Sub-total		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Mobile Plant										
Subject Gross Written Premium		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Reinsurance Premium at	4%	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Australian GST		-	-	-	-	-	-	-	-	-
non-resident Withholding Tax		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Sub-total		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Farm										
Subject Gross Written Premium		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Reinsurance Premium at	4%	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Australian GST		-	-	-	-	-	-	-	-	-
non-resident Withholding Tax		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Sub-total		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Burglary										
Subject Gross Written Premium		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Reinsurance Premium at	4%	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Australian GST		-	-	-	-	-	-	-	-	-
non-resident Withholding Tax		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Sub-total		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Miscellaneous Accident										
Subject Gross Written Premium		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Reinsurance Premium at	4%	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Australian GST		-	-	-	-	-	-	-	-	-
non-resident Withholding Tax		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Sub-total		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Glass										
Subject Gross Written Premium		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Reinsurance Premium at	4%	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Australian GST		-	-	-	-	-	-	-	-	-
non-resident Withholding Tax		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Sub-total		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total Gross Written Premium		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$0.00**
Total Reinsurance Premium at	4%	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$0.00**
Australian GST		-	-	-	-	-	-	-	-	-
non-resident Withholding Tax		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$0.00**
Total Due		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$0.00**

Australian Reinsurance Pool Corporation
ABN 74 807 136 872

ARPC Premium Return Form

Tier C

		Registration Nbr: ACT	NSW	NT	QLD	SA	TAS	VIC	WA	TOTAL
Fire / ISR / BI										
Subject Gross Written Premium		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Reinsurance Premium at	2%	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Australian GST		-	-	-	-	-	-	-	-	-
non-resident Withholding Tax		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Sub-total		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Contract Works										
Subject Gross Written Premium		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Reinsurance Premium at	2%	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Australian GST		-	-	-	-	-	-	-	-	-
non-resident Withholding Tax		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Sub-total		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Mobile Plant										
Subject Gross Written Premium		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Reinsurance Premium at	2%	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Australian GST		-	-	-	-	-	-	-	-	-
non-resident Withholding Tax		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Sub-total		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Farm										
Subject Gross Written Premium		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Reinsurance Premium at	2%	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Australian GST		-	-	-	-	-	-	-	-	-
non-resident Withholding Tax		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Sub-total		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Burglary										
Subject Gross Written Premium		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Reinsurance Premium at	2%	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Australian GST		-	-	-	-	-	-	-	-	-
non-resident Withholding Tax		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Sub-total		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Miscellaneous Accident										
Subject Gross Written Premium		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Reinsurance Premium at	2%	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Australian GST		-	-	-	-	-	-	-	-	-
non-resident Withholding Tax		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Sub-total		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Glass										
Subject Gross Written Premium		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Reinsurance Premium at	2%	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Australian GST		-	-	-	-	-	-	-	-	-
non-resident Withholding Tax		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Sub-total		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total Gross Written Premium		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$0.00**
Total Reinsurance Premium at	2%	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$0.00**
Australian GST		-	-	-	-	-	-	-	-	-
non-resident Withholding Tax		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$0.00**
Total Due		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$0.00**

Enter Subject Gross Written Premium in Foreign Currency Amounts

*(Please ensure that you have also entered an exchange rate on the 'Remittance' worksheet. Rate example: 0.7847 to convert NZD to AUD, or 1 for AUD:AUD)

	ACT	NSW	NT	QLD	SA	TAS	VIC	WA	TOTAL
Tier A									
Fire / ISR / BI	-	0.00	-	0.00	0.00	-	0.00	0.00	-
Contract Works	-	0.00	-	0.00	0.00	-	0.00	0.00	-
Mobile Plant	-	0.00	-	0.00	0.00	-	0.00	0.00	-
Farm	-	0.00	-	0.00	0.00	-	0.00	0.00	-
Burglary	-	0.00	-	0.00	0.00	-	0.00	0.00	-
Miscellaneous Accident	-	0.00	-	0.00	0.00	-	0.00	0.00	-
Glass	-	0.00	-	0.00	0.00	-	0.00	0.00	-
								Tier A Total	-
Tier B									
Fire / ISR / BI	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-
Contract Works	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-
Mobile Plant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-
Farm	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-
Burglary	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-
Miscellaneous Accident	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-
Glass	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-
								Tier B Total	-
Tier C									
Fire / ISR / BI	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-
Contract Works	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-
Mobile Plant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-
Farm	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-
Burglary	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-
Miscellaneous Accident	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-
Glass	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-
								Tier C Total	-
								Gross Written Premium Total	-

6.2.1.1 *Premium Return Template Instructions:*

Remittance Advice Spreadsheet

Field	*Description*
Cedant Name	Enter the name of the cedant you are submitting the return for (this should be the name used on the reinsurance agreement)
Payment Date	Enter the date which you expect to pay this premium (in dd/mm/yyyy format ie. 22/03/2012)
Non-Resident for GST purposes	This cell reflects whether you should be paying the Australian Goods and Services Tax (GST). If you are required to pay GST please select 'No' from the drop down list. If you are not required to pay GST, please select 'Yes' from the drop down list
Business Number/ABN	Enter the cedant's Australian Business Number (ABN) number, or if you are not registered in Australia, enter the cedant's registration number
Withholding Tax Rate	If applicable enter your Non-Resident withholding Tax Rate ***Please Note: Non-resident withholding tax is different from Australian withholding tax, it relates directly to the tax that you, as our cedant, are required under your country's tax laws to withhold from the premium paid to ARPC. It does not apply to tax that your policy holder has deducted when paying premium.***
Exchange Rate	Only applies to overseas cedants using the 'Foreign Currency Amounts' worksheet with a currency other than AUD. Enter the current exchange rate (if in doubt you may find the following website useful http://www.xe.com/ucc/). The exchange rate is available to change when there are entries in the 'Foreign Currency Amounts' worksheet
Broker Details	Enter any acting Broker/Group/Agency details if applicable
Payment Amount	*This figure is automatically updated based on the amounts you enter in the 'Foreign Currency Amounts' worksheet. You are not able to amend this cell*
Payment Details	***Financial Year*** *- This has been locked to reflect the current financial year. You are not able to amend this cell* *Should you need to make an amendment to a previous financial year, please contact the ARPC who will provide you with a Premium Return Template that reflects that financial year* **Period Ending** - Enter the number one ('1') in the box for the period you are reporting (make sure to delete the pre-entered number)
Other Payment Details	Enter any further payment details if applicable

Tier A, B and C Spreadsheet

Field	*Description*
Subject Gross Written Premium	Manually enter the 'subject gross written premium' amounts for the appropriate tier and class This should be the only cell where you need to manually enter amounts, the majority of the remaining cells are locked and contain automatic calculations
Reinsurance Premium at	*This amount is automatically calculated by applying the appropriate tier rate to your 'subject gross written premium' amount. You are not able to amend these amounts*
Australian GST	*If you are required to pay GST these cells will automatically calculate 10% of the 'Reinsurance Premium at' amount. You are not able to amend these amounts*
Non-Resident Withholding Tax	Any applicable withholding tax amounts will be automatically calculated by applying the 'Withholding Tax Rate' you entered on the 'Remittance' worksheet to the 'Reinsurance Premium at' amounts that was calculated above, therefore you should not have to amend this amount. ***Please Note: Non-resident withholding tax is different from Australian withholding tax, it relates directly to the tax that you, as our cedant, are required under your country's tax laws to withhold from the premium paid to ARPC. It does not apply to tax that your policy holder has deducted when paying premium.***
Subtotal	*This amount is automatically calculated by adding any 'Australian GST' amounts to the 'Reinsurance Premium at' amounts. You are not able to amend these amounts*

Foreign Currency Amounts Worksheet

Field	*Description*
Tier A	Enter any applicable subject gross written premium amounts under the appropriate class (please note that you are not able to enter amounts under ACT, NT or TAS as there are no tier a postcodes in these states)
Tier B	Enter any applicable subject gross written premium amounts under the appropriate class
Tier C	Enter any applicable subject gross written premium amounts under the appropriate class
EXCHANGE RATE	***Make sure that you have entered an exchange rate amount on the 'Remittance' Worksheet or these amounts will not populate the Tier A, B and C worksheets.*** ***(If you have entered AUD on the 'Foreign Currency Amounts' worksheet, you will need to enter an exchange rate of '1' on the 'Remittance' worksheet)***

6.2.2 Annual Aggregate Report Template

Australian Government
Australian Reinsurance Pool Corporation

TERRORISM REINSURANCE STREET ADDRESS DETAILS FORM

ARPC Tier A Exposure Data by Street Address Submission Year **2014**

INFORMATION REQUIRED

Name of Insured	Street Number	Street Name	Type (St, Ave etc)	Suburb	Postcode	State	Building Sum Insured (A$mio)	Contents Sum Insured (A$mio)	Business Interruption Sum

Annual Aggregate Report 2014

INSURER'S PROPORTION ONLY 2014

Australian Government
Australian Reinsurance Pool Corporation

REFER TO INSTRUCTION WORKSHEET

Postcod	State	Tier	Number of Risks (Co-Insured Proportion c	Reinsured's Aggregate Sum Insured Buildings Only A$mio	Reinsured's Aggregate Sum Insured Contents Only A$mio	Reinsured's Aggregate Sum Insured Combined Buildings AND Contents A$mio	Reinsured's Aggregate Sum Insured Business Interruption A$mio
2000	NSW	A	0.0	0.00	0.00	0.00	0.00
2009	NSW	A	0.0	0.00	0.00	0.00	0.00
2060	NSW	A	0.0	0.00	0.00	0.00	0.00
3000	VIC	A	0.0	0.00	0.00	0.00	0.00
3005	VIC	A	0.0	0.00	0.00	0.00	0.00
3006	VIC	A	0.0	0.00	0.00	0.00	0.00
3008	VIC	A	0.0	0.00	0.00	0.00	0.00
4000	QLD	A	0.0	0.00	0.00	0.00	0.00
5000	SA	A	0.0	0.00	0.00	0.00	0.00
6000	WA	A	0.0	0.00	0.00	0.00	0.00
6003	WA	A	0.0	0.00	0.00	0.00	0.00
800	NT	B	0.0	0.00	0.00	0.00	0.00
810	NT	B	0.0	0.00	0.00	0.00	0.00
812	NT	B	0.0	0.00	0.00	0.00	0.00
820	NT	B	0.0	0.00	0.00	0.00	0.00
2006	NSW	B	0.0	0.00	0.00	0.00	0.00
2007	NSW	B	0.0	0.00	0.00	0.00	0.00
2008	NSW	B	0.0	0.00	0.00	0.00	0.00
2010	NSW	B	0.0	0.00	0.00	0.00	0.00
2011	NSW	B	0.0	0.00	0.00	0.00	0.00
2015	NSW	B	0.0	0.00	0.00	0.00	0.00
2016	NSW	B	0.0	0.00	0.00	0.00	0.00
2017	NSW	B	0.0	0.00	0.00	0.00	0.00
2018	NSW	B	0.0	0.00	0.00	0.00	0.00
2019	NSW	B	0.0	0.00	0.00	0.00	0.00
2020	NSW	B	0.0	0.00	0.00	0.00	0.00
2021	NSW	B	0.0	0.00	0.00	0.00	0.00
2022	NSW	B	0.0	0.00	0.00	0.00	0.00
2023	NSW	B	0.0	0.00	0.00	0.00	0.00
2024	NSW	B	0.0	0.00	0.00	0.00	0.00
2025	NSW	B	0.0	0.00	0.00	0.00	0.00
2026	NSW	B	0.0	0.00	0.00	0.00	0.00
2027	NSW	B	0.0	0.00	0.00	0.00	0.00
2028	NSW	B	0.0	0.00	0.00	0.00	0.00
2029	NSW	B	0.0	0.00	0.00	0.00	0.00
2030	NSW	B	0.0	0.00	0.00	0.00	0.00
2031	NSW	B	0.0	0.00	0.00	0.00	0.00
2032	NSW	B	0.0	0.00	0.00	0.00	0.00
2033	NSW	B	0.0	0.00	0.00	0.00	0.00
2034	NSW	B	0.0	0.00	0.00	0.00	0.00

Construction Risks (including Annual CW policies)

Annual Aggregate Report 2014			INSURER'S PROPORTION ONLY		
Postcode	State	Tier	Number of Risks (Co-Insured Proportion of	Reinsured's Aggregate Sum Insured Total Contract Value Only A$mio	Reinsured's Aggregate Sum Insured Advanced Loss of Profits A$mio
REFER TO INSTRUCTION WORKSHEET					
2000	NSW	A	0.0	0.00	0.00
2009	NSW	A	0.0	0.00	0.00
2060	NSW	A	0.0	0.00	0.00
3000	VIC	A	0.0	0.00	0.00
3005	VIC	A	0.0	0.00	87.00
3006	VIC	A	0.0	0.00	0.00
3008	VIC	A	0.0	0.00	0.00
4000	QLD	A	0.0	0.00	0.00
5000	SA	A	0.0	0.00	0.00
6000	WA	A	0.0	0.00	0.00
6003	WA	A	0.0	0.00	0.00
800	NT	B	0.0	0.00	0.00
810	NT	B	0.0	0.00	0.00
812	NT	B	0.0	0.00	0.00
820	NT	B	0.0	0.00	0.00
2006	NSW	B	0.0	0.00	0.00
2007	NSW	B	0.0	0.00	0.00
2008	NSW	B	0.0	0.00	0.00
2010	NSW	B	0.0	0.00	0.00
2011	NSW	B	0.0	0.00	0.00
2015	NSW	B	0.0	0.00	0.00
2016	NSW	B	0.0	0.00	0.00
2017	NSW	B	0.0	0.00	0.00
2018	NSW	B	0.0	0.00	0.00
2019	NSW	B	0.0	0.00	0.00
2020	NSW	B	0.0	0.00	0.00
2021	NSW	B	0.0	0.00	0.00
2022	NSW	B	0.0	0.00	0.00
2023	NSW	B	0.0	0.00	0.00
2024	NSW	B	0.0	0.00	0.00
2025	NSW	B	0.0	0.00	0.00
2026	NSW	B	0.0	0.00	0.00

6.2.2.1 *Aggregate Report Template Instructions:*

The Annual Aggregate Report is to be a "snap-shot" of the reinsured's gross sums insured as at 3pm, 30 June each year.

ARPC also requires street address information from all cedants for insured properties, excluding contract works located within postcodes 2000, 3000, 4000, 5000 and 6000.

Please ensure that individual risks are allocated to the correct postcode location. Multiple risk schedules will need to be split and individually allocated. Distribution of postcode exposures by the Lead insurer to the following market would greatly assist data

The 'Construction' worksheet is to contain all Contract Works risks. Plant and Equipment policies are to be included in the Contents column of the 'All Risks ex CW' worksheet

The report is due within 30 days of the end of each Retention Period as per clause 10(b) of the Reinsurance Agreement. However, we will accept the reports up to 60 days from the end of the Retention period to avoid confusion with the quarterly premium accounts

Cedants are required to submitted their aggregate return by 31 August each year

Street Address Details Worksheet

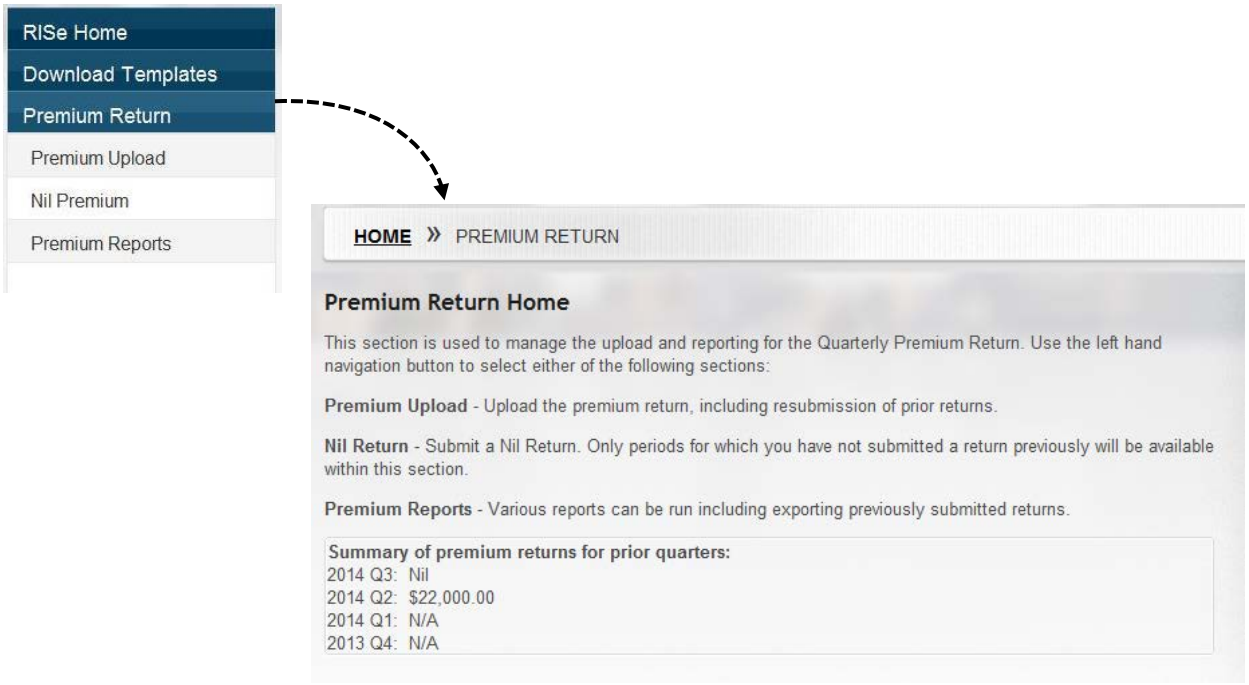
Field	*Description*
Name of Insured (column A)	The name of the entity insured at this address
Street Number – State (columns B – G)	The postal address details for this record
Building A$mio (column H)	Building Sum Insured amount for this address*
Contents A$mio (column I)	The Contents Sum insured amount for this address*
Business Interruption $Amio (Column J)	The Business Interruption Sum Insured for this address*
	Street Address data is required for the following postcodes 2000 3000 4000 5000 6000 N.B Street Address data is only required if the cedant has a standard aggregate return submission for the postcodes above i.e. where there is a value in the All Risks ex CW tab for that postcode.
	*Please note that the sum of the amounts entered in the Street Address Details tab for all addresses in a postcode must match the amount entered against that same postcode in the All Risks Ex CW tab. RISe will reject any submissions where the values do not match

All Risks ex CW and Construction Worksheets

Field	*Description*
Postcode (column B)	The physical location postcode for each risk. Post office box such as 2001 2002 are not recognized as location postcodes and are not valid ARPC postcodes
State (column C)	The state which the postcode is in. Please note that we no longer use a Locality guide as there are usually multiple suburb names within each postcode
Tier (column D)	Tier locations as per ARPC's postcode list available from the ARPC website: http://www.arpc.gov.au/tiersearch.aspx
Number of Risks (column E)	Only indicate your proportion of each risk where a building is insured. This includes 'Buildings Only', 'Combined Building and Contents' or 'Construction' risks. Do not include 'Contents Only' risks. For example, if you offer 30% support on 5 building risks in postcode 2000, the indicated 'Number of Risks' (for your share) would be 5 * 0.3 = 1.5. Not that Schedules need to be split into individual risks.
Buildings Only A$mio (Column F)	Your share of the total gross aggregate sum insured for the building component or contract value of each risk located in each postcode.
Contents only A$mio (column G)	All Risks ex CW Your share of the total gross aggregate sum insured for the contents component of each risk located in each postcode. Burglary/Money/Glass sections of ISR contents policies do not need to be shown separately
Combined Buildings and Contents A$mio (Column H)	All Risks ex CW Your share of the total gross aggregate sum insured for the 'combined building and contents'. *For 'All Risks ex CW', we now require all sums insured to be split between the building component and contents. For Tier A postcodes, it is no longer possible to input the combined amounts due to the relationship with the Street Address information. Please check with ARPC if you are having difficulty obtaining this split.*
Business Interruption A$mio (Column I)	Your share of the total gross aggregate sum insured for the business interruption or ALoP component of each risk by postcode. The use of 'Target Risk' location is acceptable

7 Premium Submissions

This section of the RISe website is used to manage the upload and reporting for the Quarterly Premium Return. You will be able to select the following options from the left hand navigation menu buttons.


RISe Home
Download Templates
Premium Return
Premium Upload
Nil Premium
Premium Reports
HOME » PREMIUM RETURN
Premium Return Home
This section is used to manage the upload and reporting for the Quarterly Premium Return. Use the left hand navigation button to select either of the following sections:
Premium Upload - Upload the premium return, including resubmission of prior returns.
Nil Return - Submit a Nil Return. Only periods for which you have not submitted a return previously will be available within this section.
Premium Reports - Various reports can be run including exporting previously submitted returns.
Summary of premium returns for prior quarters:
2014 Q3: Nil
2014 Q2: $22,000.00
2014 Q1: N/A
2013 Q4: N/A

Navigation Item	*Description*
Premium Upload	Upload the completed premium return template, including resubmission of prior returns
Nil Return	Submit a Nil Return. Only periods without submissions will be available within this section.
Premium Reports	Various reports can be run, including exporting previously submitted returns in excel.

Premium submissions are due by the end of the month following the submission period. ARPC submission periods for quarterly premium are:

Quarter 1) 01 July – 30 September

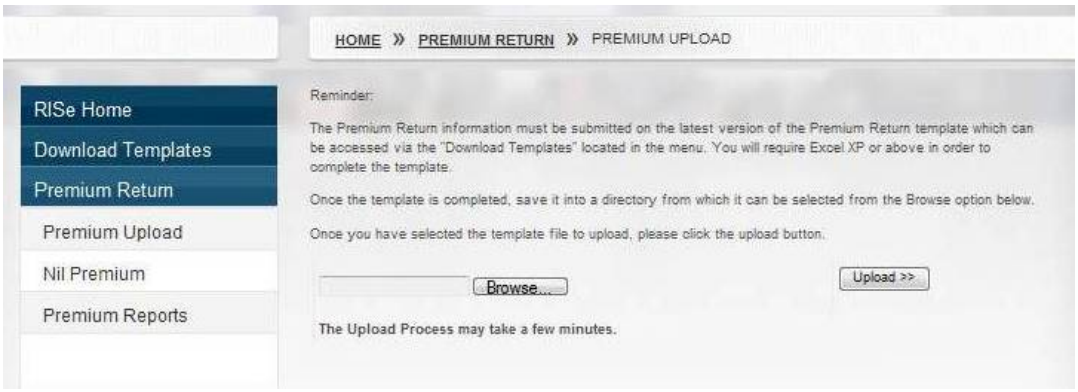
Quarter 2) 01 October – 31 December

Quarter 3) 01 January – 31 March

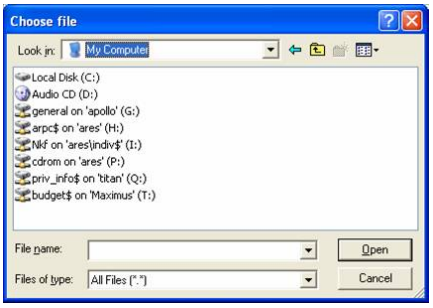
Quarter 4) 01 April – 30 June

7.1 Uploading a Premium Return

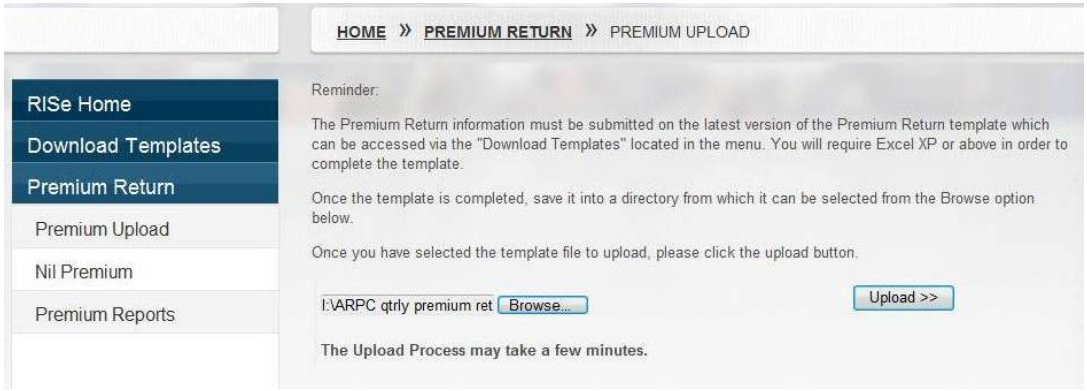
Once you have clicked on the Premium Upload menu option you will be taken to the following screen


HOME » PREMIUM RETURN » PREMIUM UPLOAD
RISe Home
Download Templates
Premium Return
Premium Upload
Nil Premium
Premium Reports
Reminder:
The Premium Return information must be submitted on the latest version of the Premium Return template which can be accessed via the "Download Templates" located in the menu. You will require Excel XP or above in order to complete the template.
Once the template is completed, save it into a directory from which it can be selected from the Browse option below.
Once you have selected the template file to upload, please click the upload button.
Browse...
Upload >>
The Upload Process may take a few minutes.

- click on the Browse... button

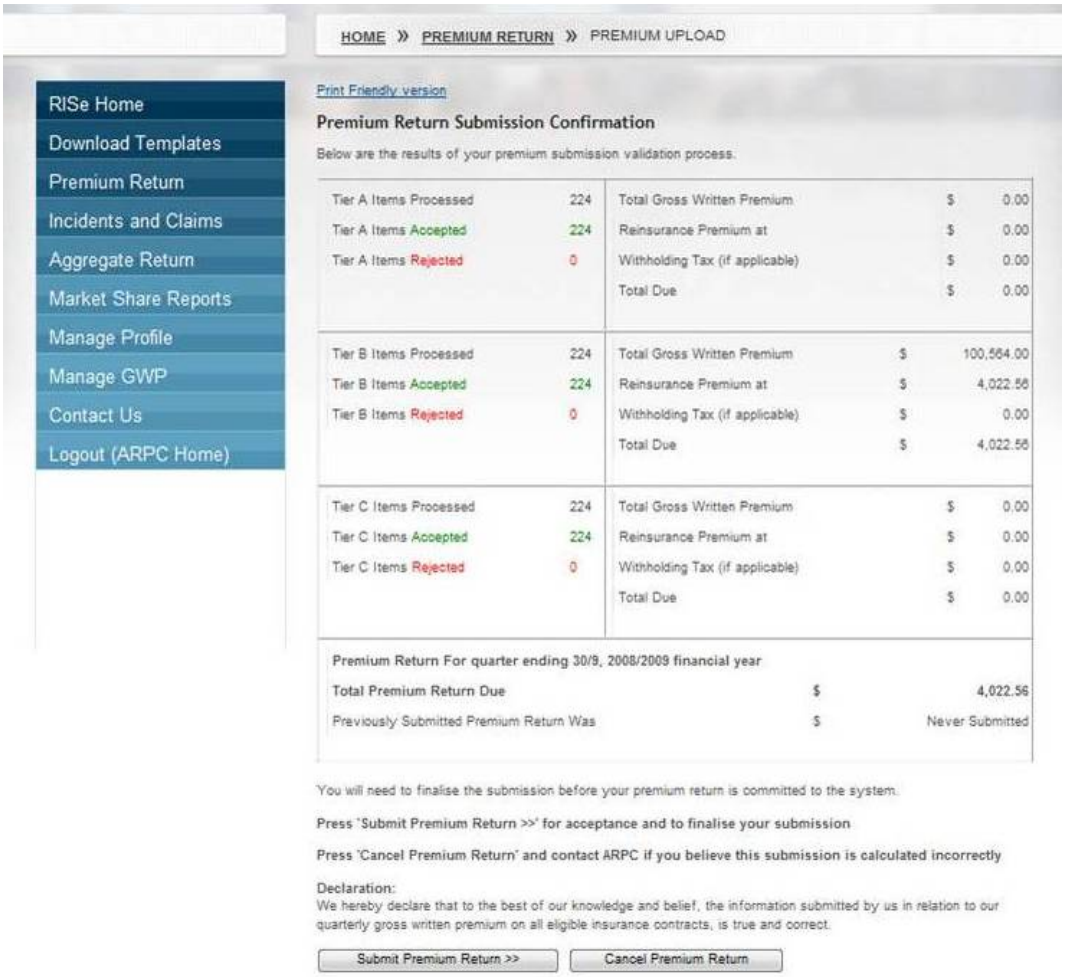


- once you have located the completed premium return on your computer directory click on the **'Open'** button


HOME » PREMIUM RETURN » PREMIUM UPLOAD
RISe Home
Download Templates
Premium Return
Premium Upload
Nil Premium
Premium Reports
Reminder:
The Premium Return information must be submitted on the latest version of the Premium Return template which can be accessed via the "Download Templates" located in the menu. You will require Excel XP or above in order to complete the template.
Once the template is completed, save it into a directory from which it can be selected from the Browse option below.
Once you have selected the template file to upload, please click the upload button.
I:\ARPC qtrly premium ret
Browse...
Upload >>
The Upload Process may take a few minutes.

- click on the Upload >> button

Should you receive an error message when uploading your return, please read and correct these items on your form before uploading it again. If you are still unable to upload the form after correcting all the mistakes, or are unsure as to what the error message refers to, you should contact the ARPC via the 'Contact Us' link on the left hand navigation menu.


HOME » PREMIUM RETURN » PREMIUM UPLOAD
RISe Home
Download Templates
Premium Return
Incidents and Claims
Aggregate Return
Market Share Reports
Manage Profile
Manage GWP
Contact Us
Logout (ARPC Home)
Print Friendly version
Premium Return Submission Confirmation
Below are the results of your premium submission validation process.
Tier A Items Processed 224
Tier A Items Accepted 224
Tier A Items Rejected 0
Total Gross Written Premium $ 0.00
Reinsurance Premium at $ 0.00
Withholding Tax (if applicable) $ 0.00
Total Due $ 0.00
Tier B Items Processed 224
Tier B Items Accepted 224
Tier B Items Rejected 0
Total Gross Written Premium $ 100,564.00
Reinsurance Premium at $ 4,022.56
Withholding Tax (if applicable) $ 0.00
Total Due $ 4,022.56
Tier C Items Processed 224
Tier C Items Accepted 224
Tier C Items Rejected 0
Total Gross Written Premium $ 0.00
Reinsurance Premium at $ 0.00
Withholding Tax (if applicable) $ 0.00
Total Due $ 0.00
Premium Return For quarter ending 30/9, 2008/2009 financial year
Total Premium Return Due $ 4,022.56
Previously Submitted Premium Return Was $ Never Submitted
You will need to finalise the submission before your premium return is committed to the system.
Press 'Submit Premium Return >>' for acceptance and to finalise your submission
Press 'Cancel Premium Return' and contact ARPC if you believe this submission is calculated incorrectly
Declaration:
We hereby declare that to the best of our knowledge and belief, the information submitted by us in relation to our quarterly gross written premium on all eligible insurance contracts, is true and correct.
Submit Premium Return >>
Cancel Premium Return

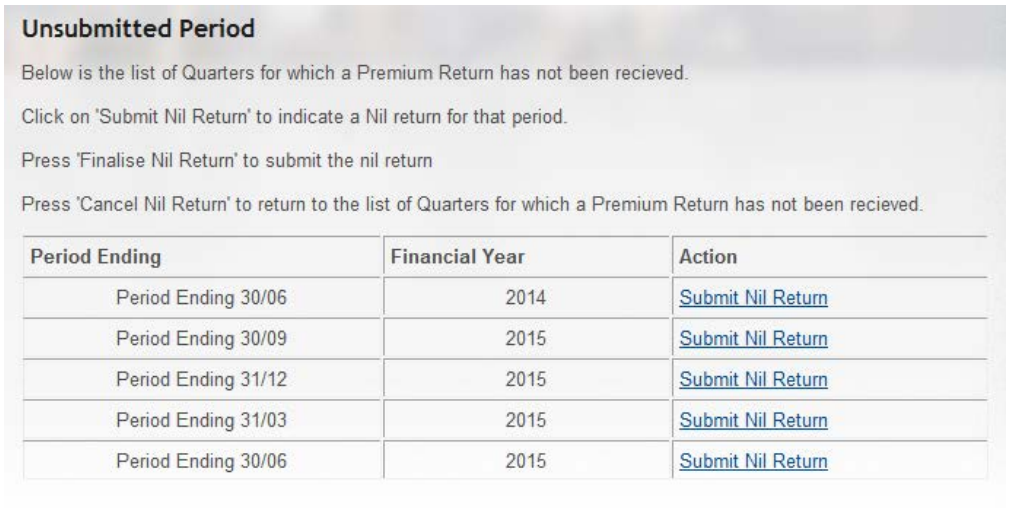
- if you would like to print a copy of this screen click on the 'Print Friendly version' link in the top left of the page
- if the information on the screen is correct, click on the Submit Premium Return >> button
- if the information is incorrect or you receive error messages, correct the information on your premium return template, save and close it and then resubmit the information by following the previous steps

HOME » PREMIUM RETURN » PREMIUM UPLOAD
RISe Home
Download Templates
Premium Return
Thank you for your Premium Return Submision
Your Premium Return for period quarter ending 30/9, 2008/2009 financial year has been submitted successfully.
Your total Premium Return submission was $ 4,022.56
Return To Premium Return Upload >>

- click on the Return To Premium Return Upload >> button to finalise your submission.

7.2 Submitting a Nil Premium Return

Once you have clicked on the Nil Premium menu option you will be taken to the following screen



Unsubmitted Period

Below is the list of Quarters for which a Premium Return has not been recieved.

Click on 'Submit Nil Return' to indicate a Nil return for that period.

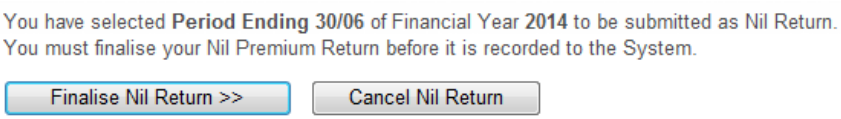
Press 'Finalise Nil Return' to submit the nil return

Press 'Cancel Nil Return' to return to the list of Quarters for which a Premium Return has not been recieved.

Period Ending	Financial Year	Action
Period Ending 30/06	2014	Submit Nil Return
Period Ending 30/09	2015	Submit Nil Return
Period Ending 31/12	2015	Submit Nil Return
Period Ending 31/03	2015	Submit Nil Return
Period Ending 30/06	2015	Submit Nil Return

Premium Returns are listed in RISe by financial year and not calendar year. Financial Year 2014 refers to the 2013/2014 financial year that begins with the period ending 30 September calendar year 2013.

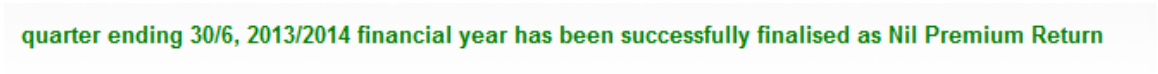
- click on the 'Submit Nil Return' link next to the period you wish to submit a nil return for, the following message will appear at the bottom of the screen



You have selected **Period Ending 30/06** of Financial Year **2014** to be submitted as Nil Return.
You must finalise your Nil Premium Return before it is recorded to the System.

Finalise Nil Return >> Cancel Nil Return

- if you wish to submit the nil return for that period click on the Finalise Nil Return >> button
- that period will no longer appear on the list and the following message will be on the bottom of the page



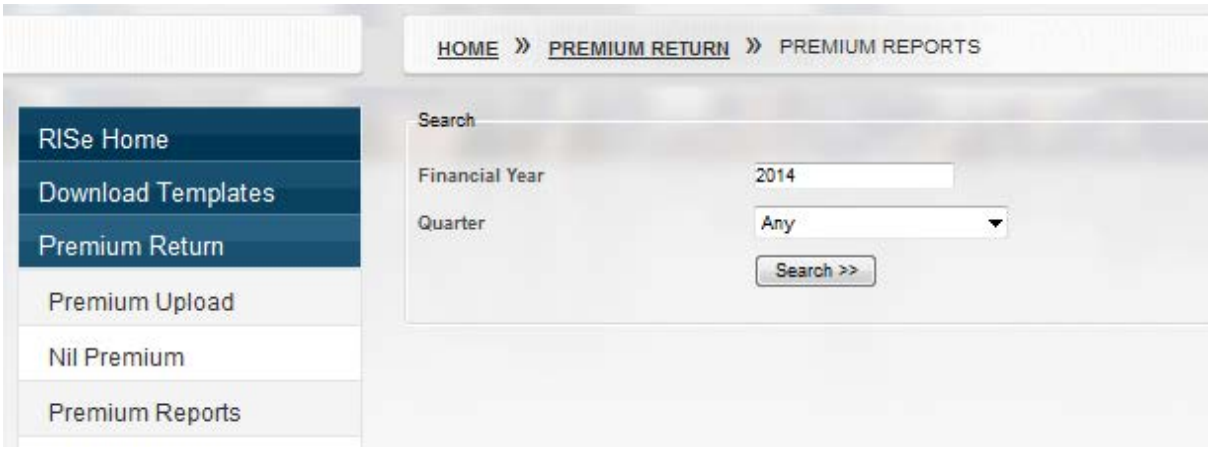
quarter ending 30/6, 2013/2014 financial year has been successfully finalised as Nil Premium Return

- from here you may either submit another Nil return or use the left hand navigation menu to navigate away from the period

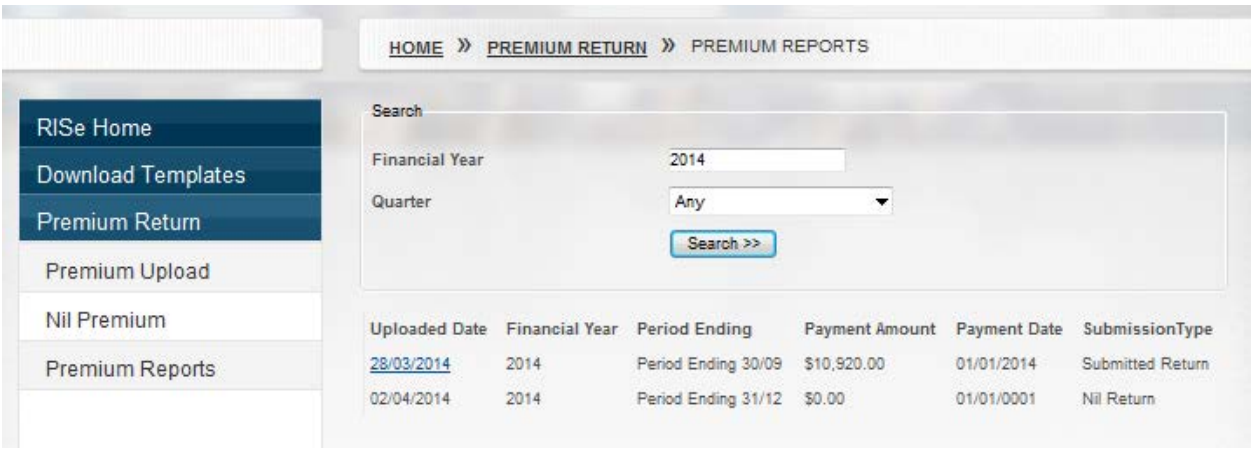
The only periods listed will be those where we do not have a record of a quarterly return being uploaded or a nil return submitted.

7.3 Premium Reports

This section enables you to download and view your submitted premium reports. Once you click on the Premium Reports menu option you will be taken to the following screen.



- type in the financial year that you would like to export the information from
- either select the quarter you wish to export information from, or to view all leave as 'Any'
- click on the Search >> button to open or save the report



- click on the blue underlined 'Uploaded Date' to open this return using excel

8 Incidents and Claims

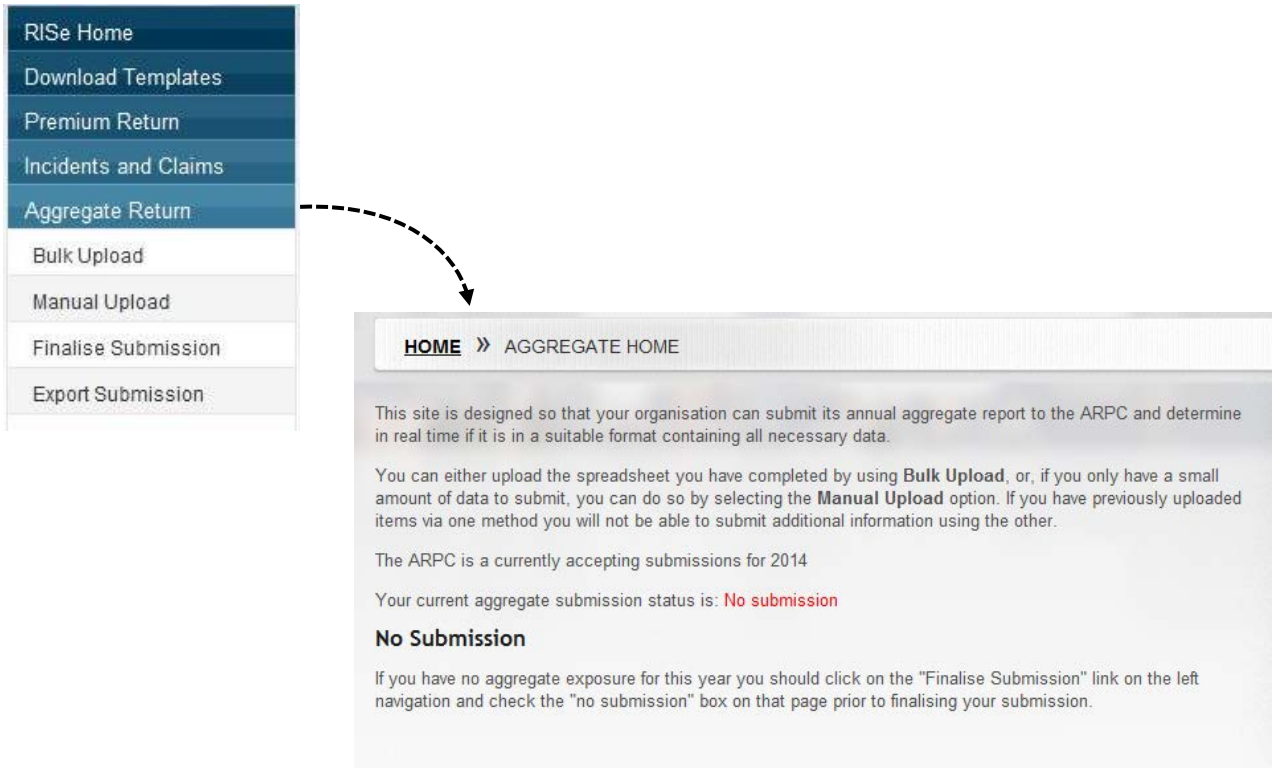
In the event of an incident clicking on the

menu item will open the ARPC's claims system. Further instructions and information on utilizing the system can be found in the Claims System Cedant Manual.

This manual is available from the About RISe page on the ARPC Internet site - http://arpc.gov.au/reinsuring/rise/

9 Aggregate Report Submission

This section of RISe is used to manage the annual submissions of Aggregate Reports which are due to ARPC by 31 August each year.

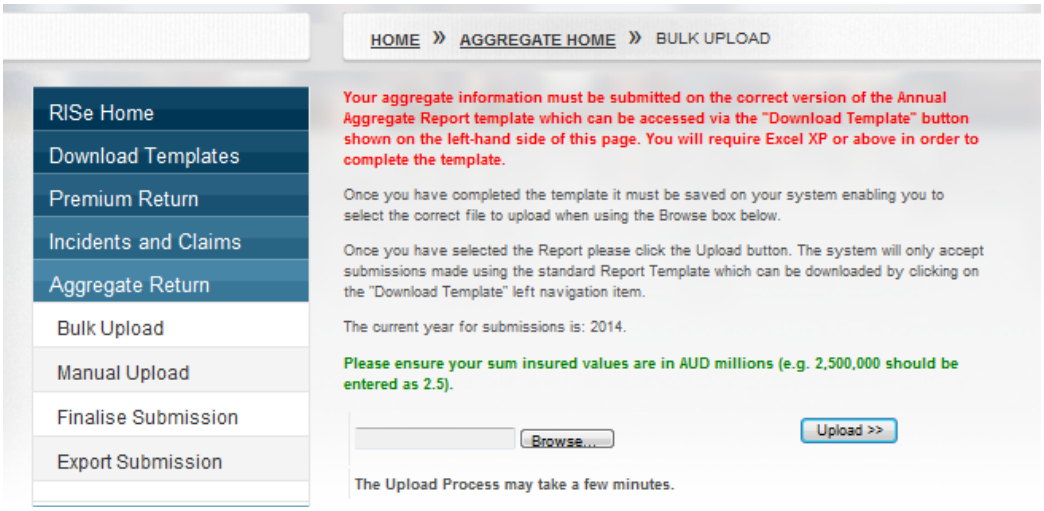

RISe Home
Download Templates
Premium Return
Incidents and Claims
Aggregate Return
Bulk Upload
Manual Upload
Finalise Submission
Export Submission
HOME » AGGREGATE HOME
This site is designed so that your organisation can submit its annual aggregate report to the ARPC and determine in real time if it is in a suitable format containing all necessary data.
You can either upload the spreadsheet you have completed by using Bulk Upload, or, if you only have a small amount of data to submit, you can do so by selecting the Manual Upload option. If you have previously uploaded items via one method you will not be able to submit additional information using the other.
The ARPC is a currently accepting submissions for 2014
Your current aggregate submission status is: No submission
No Submission
If you have no aggregate exposure for this year you should click on the "Finalise Submission" link on the left navigation and check the "no submission" box on that page prior to finalising your submission.

Navigation Item	*Description*
Bulk Upload	Used to upload the downloadable Annual Aggregate Report
Manual Uploads	This can be used to manually enter individual exposure information, however it is advised that you use the template instead. This can not be used when reporting Tier A risks
Finalise Submission	You should click directly on this if you wish to report that you do not have any exposure for the reporting period (ie. A nil aggregate return)
Export Submission	Download your submission information to an excel spreadsheet (ie. Enables you download and view last year's submission).

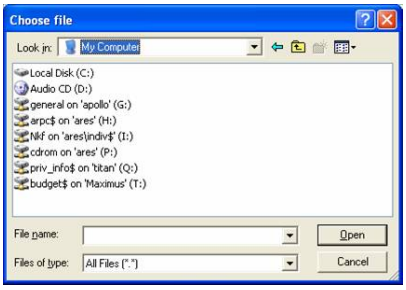
The annual aggregate return is a snapshot the Reinsured's gross sums insured as at 3pm, 30 June each year and is due to ARPC by 31 August.

9.1 Bulk Upload

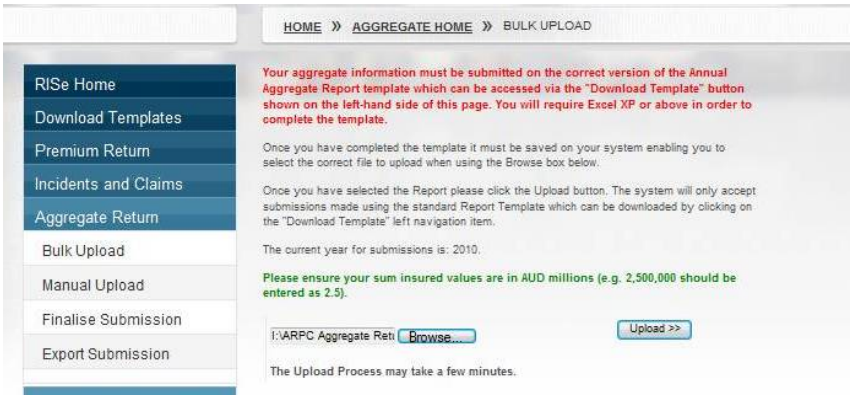
Once you click on the Bulk Upload menu item you will be taken to the following screen


HOME » AGGREGATE HOME » BULK UPLOAD
RISe Home
Download Templates
Premium Return
Incidents and Claims
Aggregate Return
Bulk Upload
Manual Upload
Finalise Submission
Export Submission
Your aggregate information must be submitted on the correct version of the Annual Aggregate Report template which can be accessed via the "Download Template" button shown on the left-hand side of this page. You will require Excel XP or above in order to complete the template.
Once you have completed the template it must be saved on your system enabling you to select the correct file to upload when using the Browse box below.
Once you have selected the Report please click the Upload button. The system will only accept submissions made using the standard Report Template which can be downloaded by clicking on the "Download Template" left navigation item.
The current year for submissions is: 2014.
Please ensure your sum insured values are in AUD millions (e.g. 2,500,000 should be entered as 2.5).
Browse...
Upload >>
The Upload Process may take a few minutes.

- click on the Browse... button

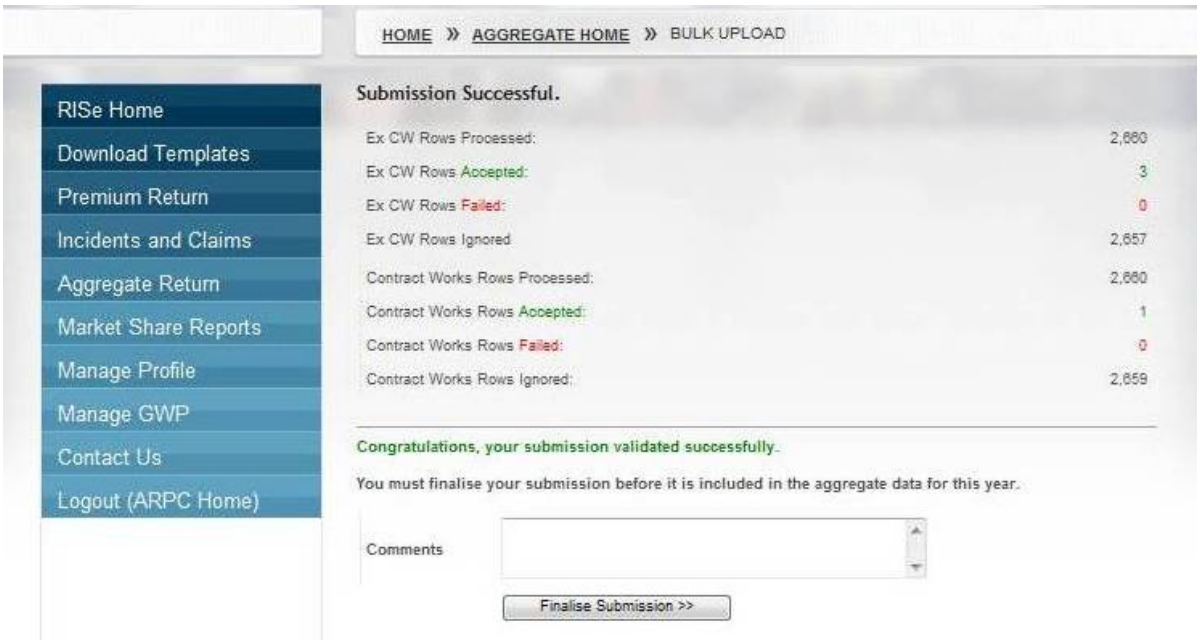


- once you have located the completed aggregate report form on your computer directory click on the **'Open'** button

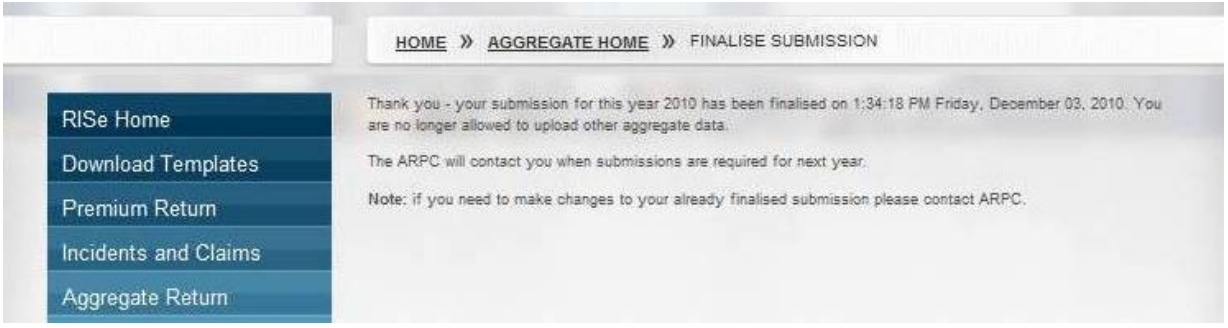

HOME » AGGREGATE HOME » BULK UPLOAD
RISe Home
Download Templates
Premium Return
Incidents and Claims
Aggregate Return
Bulk Upload
Manual Upload
Finalise Submission
Export Submission
Your aggregate information must be submitted on the correct version of the Annual Aggregate Report template which can be accessed via the "Download Template" button shown on the left-hand side of this page. You will require Excel XP or above in order to complete the template.
Once you have completed the template it must be saved on your system enabling you to select the correct file to upload when using the Browse box below.
Once you have selected the Report please click the Upload button. The system will only accept submissions made using the standard Report Template which can be downloaded by clicking on the "Download Template" left navigation item.
The current year for submissions is: 2010.
Please ensure your sum insured values are in AUD millions (e.g. 2,500,000 should be entered as 2.5).
I:\ARPC Aggregate Ret
Browse...
Upload >>
The Upload Process may take a few minutes.

- click on the ' Upload >> ' button

NOTE ***Should you receive an error message when uploading your aggregate report, please read and correct these items on your form before uploading it again. If you are still unable to upload the form after correcting any oversights, or are unsure as to what the error message refers to, you should contact ARPC via the 'Contact Us' link on the left hand navigation menu***


HOME » AGGREGATE HOME » BULK UPLOAD
RISe Home
Download Templates
Premium Return
Incidents and Claims
Aggregate Return
Market Share Reports
Manage Profile
Manage GWP
Contact Us
Logout (ARPC Home)
Submission Successful.
Ex CW Rows Processed: 2,660
Ex CW Rows Accepted: 3
Ex CW Rows Failed: 0
Ex CW Rows Ignored 2,657
Contract Works Rows Processed: 2,660
Contract Works Rows Accepted: 1
Contract Works Rows Failed: 0
Contract Works Rows Ignored: 2,659
Congratulations, your submission validated successfully.
You must finalise your submission before it is included in the aggregate data for this year.
Comments
Finalise Submission >>

- add any comments concerning your aggregate information
- if the information is incorrect, correct the information on your Aggregate Report, save and resubmit the information by following the above steps
- if the information on the screen is correct, click on the button


HOME » AGGREGATE HOME » FINALISE SUBMISSION
RISe Home
Download Templates
Premium Return
Incidents and Claims
Aggregate Return
Thank you - your submission for this year 2010 has been finalised on 1:34:18 PM Friday, December 03, 2010. You are no longer allowed to upload other aggregate data.
The ARPC will contact you when submissions are required for next year.
Note: if you need to make changes to your already finalised submission please contact ARPC.

9.2 Manual Upload

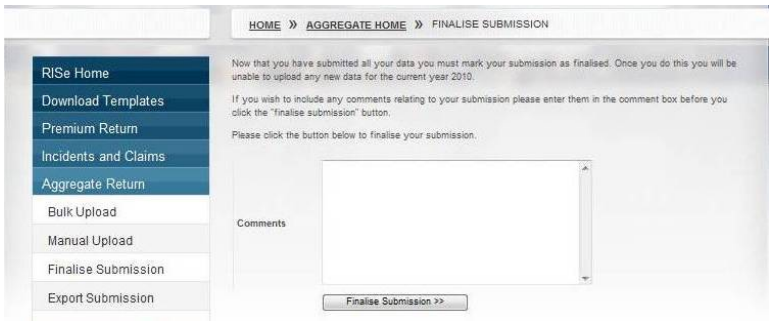
Once you click on the Manual Upload menu option you will be taken to the following screen

HOME » AGGREGATE HOME » MANUAL UPLOAD
RISe Home
Download Templates
Premium Return
Incidents and Claims
Aggregate Return
[Switch to Contract Works | View instructions]
Please ensure your sum insured values are in AUD millions (e.g. 2,500,000 should be entered as 2.5).
Click on the Finalise Submission button on the left once you have finished entering all of your data.
Postcode
No. Risks
Building $mio
Contents $mio
Combined B&C $mio
Bus. Interruption $mio
Add

- complete each of the boxes for your postcode location then click on the Add button. The information will be verified. ***Make sure that you input your sums insured in millions of dollars (eg. $2,500,000 should be input as 2.5)*** and Risk Numbers are for your share only
- correct any errors if applicable then click the Add button again
- repeat steps 1 and 2 for all postcodes
- to enter Contract Works figures click on Switch to Contract Works link near the top of the page.

HOME » AGGREGATE HOME » MANUAL UPLOAD
RISe Home
Download Templates
Premium Return
Incidents and Claims
Aggregate Return
[Switch to All Risks ex Contract Work | View Instruction]
Please ensure your sum insured values are in AUD millions (e.g. 2,500,000 should be entered as 2.5).
Click on the Finalise Submission button on the left once you have finished entering all of your data.
Postcode
No. Risks
Total Contract Value $mio
Adv. Loss of Profits $mio
Add

- complete each of the boxes for your first construction postcode location then click on the button. The information will be verified. ***Make sure that you input your sums insured in millions of dollars (eg. $2,500,000 should be input as 2.5)*** and Risk Numbers are for your share only
- correct any errors if applicable then click the Add button again
- repeat steps 1 and 2 for all postcodes
- once you have entered all your postcodes, click on 'Finalise Submission' on the left hand navigation menu.

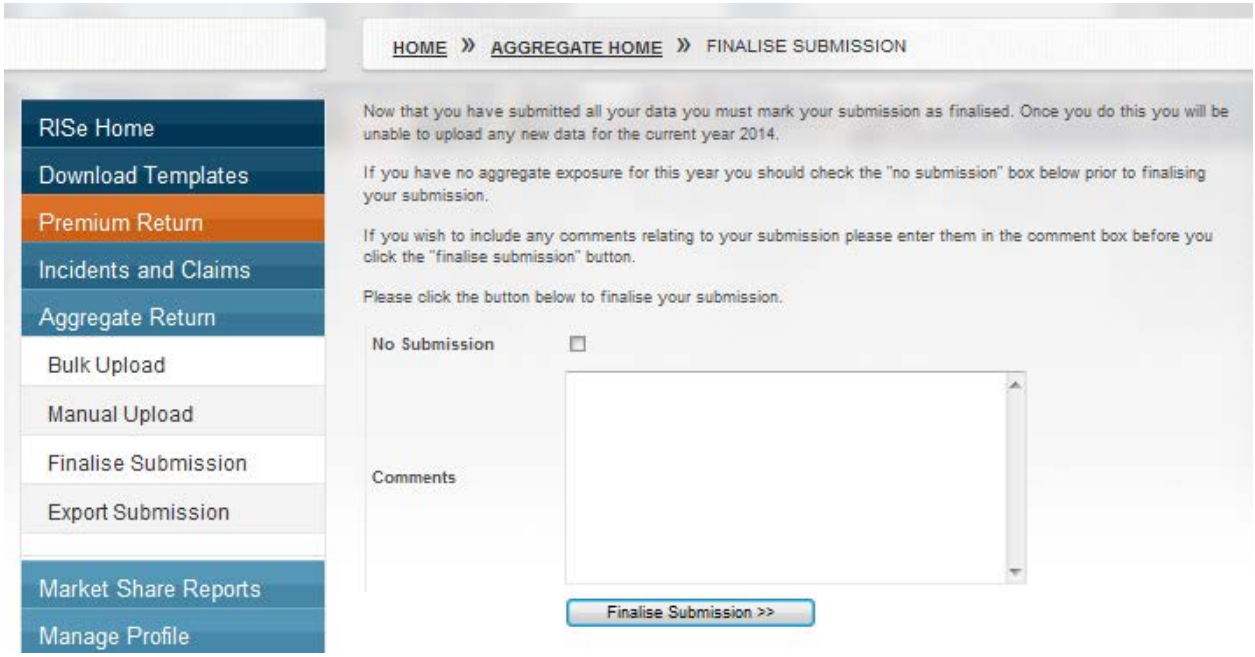

HOME » AGGREGATE HOME » FINALISE SUBMISSION
RISe Home
Download Templates
Premium Return
Incidents and Claims
Aggregate Return
Bulk Upload
Manual Upload
Finalise Submission
Export Submission
Now that you have submitted all your data you must mark your submission as finalised. Once you do this you will be unable to upload any new data for the current year 2010.
If you wish to include any comments relating to your submission please enter them in the comment box before you click the "finalise submission" button.
Please click the button below to finalise your submission.
Comments
Finalise Submission >>

- you can now add any comments concerning your aggregate information, then click on the Finalise Submission >> button.

9.3 Finalise Submission

The finalise submission section of RISe can be accessed separately to submit a nil aggregate return.

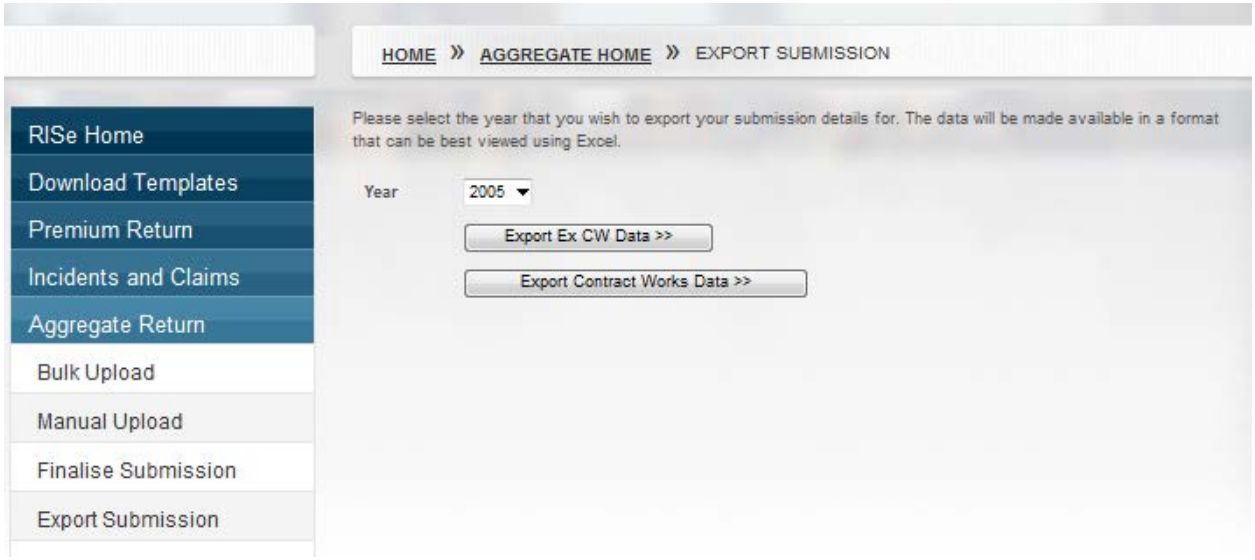
Once you click on the Finalise Submission menu item you will be taken to the following screen


HOME » AGGREGATE HOME » FINALISE SUBMISSION
RISe Home
Download Templates
Premium Return
Incidents and Claims
Aggregate Return
Bulk Upload
Manual Upload
Finalise Submission
Export Submission
Market Share Reports
Manage Profile
Now that you have submitted all your data you must mark your submission as finalised. Once you do this you will be unable to upload any new data for the current year 2014.
If you have no aggregate exposure for this year you should check the "no submission" box below prior to finalising your submission.
If you wish to include any comments relating to your submission please enter them in the comment box before you click the "finalise submission" button.
Please click the button below to finalise your submission.
No Submission
Comments
Finalise Submission >>

- click on the 'No Submission' check box to indicate that you have a nil submission
- add any applicable comments
- click on the Finalise Submission >> button to submit your nil aggregate return.

9.4 Export Submission

Once you click on the Export Submission menu item you will be taken to the following page.


HOME » AGGREGATE HOME » EXPORT SUBMISSION
RISe Home
Download Templates
Premium Return
Incidents and Claims
Aggregate Return
Bulk Upload
Manual Upload
Finalise Submission
Export Submission
Please select the year that you wish to export your submission details for. The data will be made available in a format that can be best viewed using Excel.
Year
2005
Export Ex CW Data >>
Export Contract Works Data >>

- select the desired year from the drop down menu
- click on Export Ex CW Data >> if you would like your All Risks ex CW information OR
- click on Export Contract Works Data >> if you would like your Construction Risks (including CW policies) information
- once you have clicked on your selection a dialogue box will appear at the bottom of your screen asking if you would like to Open or Save the template

- select the Open button to view your previously submitted data

10 Market Share Reports

On this page you can run reports that provide your percentage of 'market' share based on information you have submitted to the ARPC compared to the total information submitted by ARPC's clients.

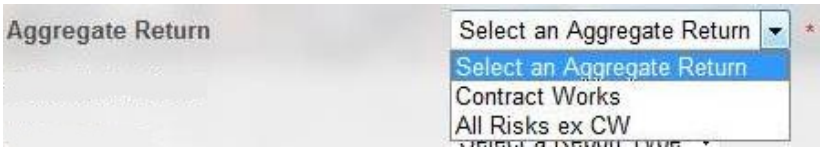
Once you click on the Market Share Reports menu item you will be taken to the following screen

NOTE ***Whilst ARPC has a major share of the insurance market, we do not have 100% statistics for the Australian or worldwide market.***

10.1 Aggregate Exposure Market Share Report

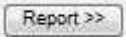
- clicking on the Aggregate Exposure Market Share Report link will take you to the following screen

- from the **Aggregate Return** drop down menu you can select the following options.

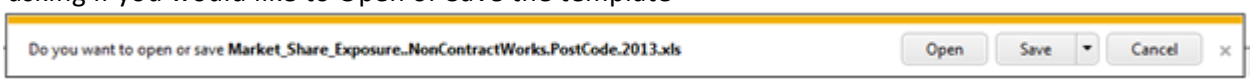


- from the Submission Year drop down menu select the year you wish to view

- from the Report Type drop down menu you can select the following options.

- click on the  button

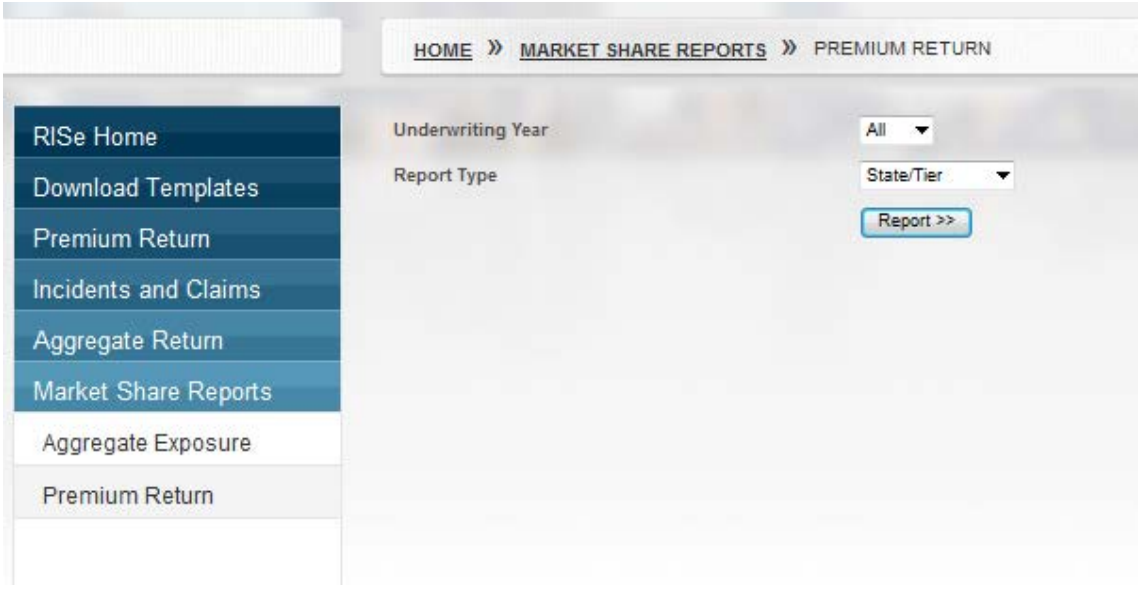
- once you have clicked on your selection a dialogue box will appear at the bottom of your screen asking if you would like to Open or Save the template



- select the button to view the report

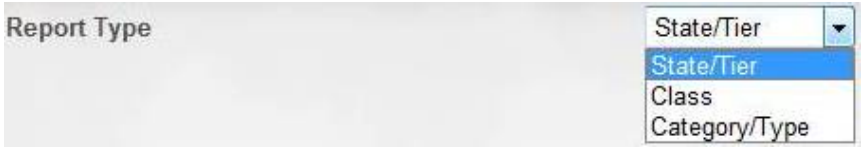
10.2 Premium Market Share Report

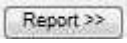
- clicking on the Premium Market Share Report link will take you to the following screen



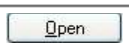
- from the Underwriting Year select the year that you wish to view.

- from the Report Type drop down menu you can select from the following options.



- click on the  button

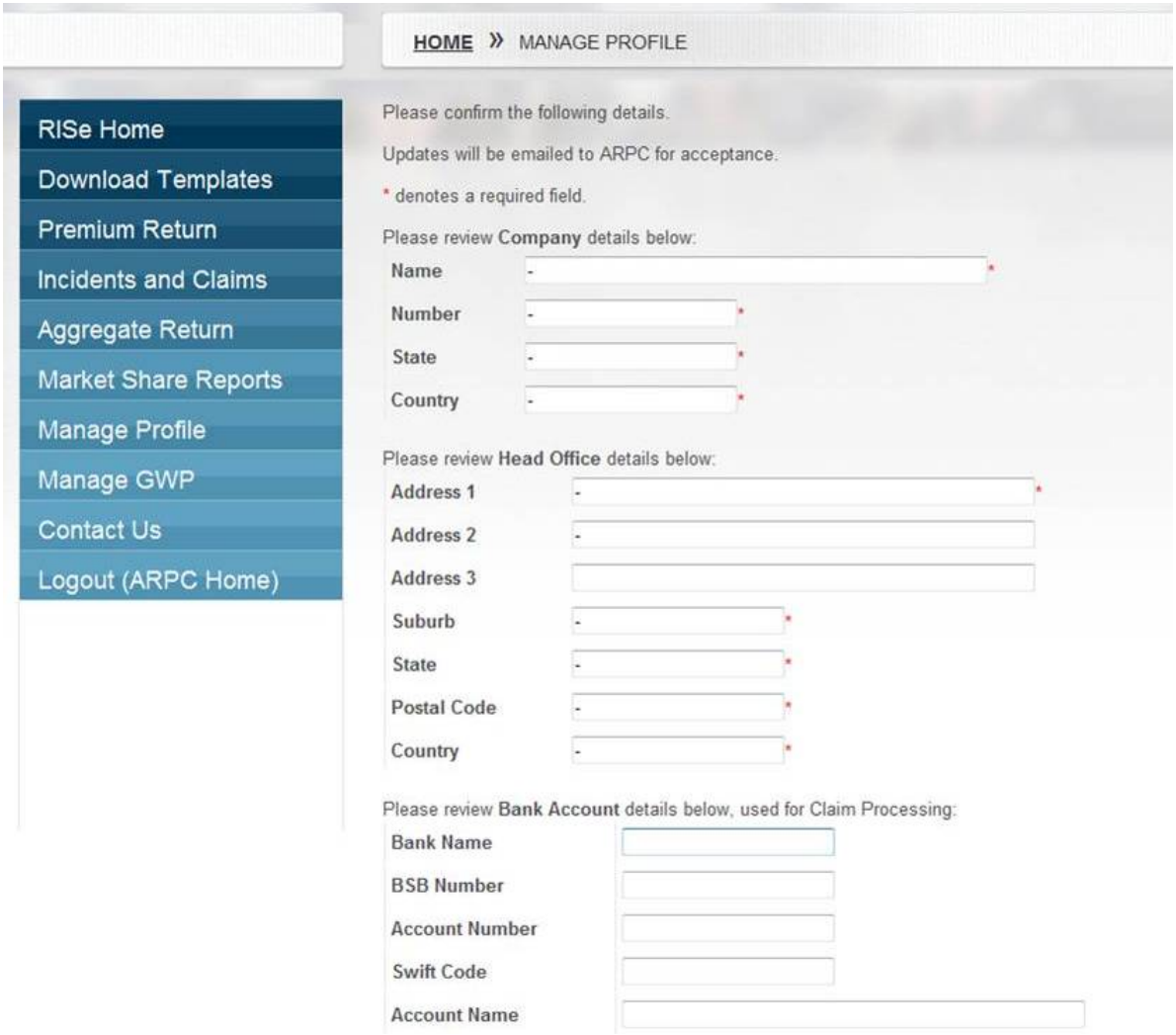
- once you have clicked on your selection a dialogue box will appear at the bottom of your screen asking if you would like to Open or Save the template

- select the  button to view the report

11 Manage Profile Information

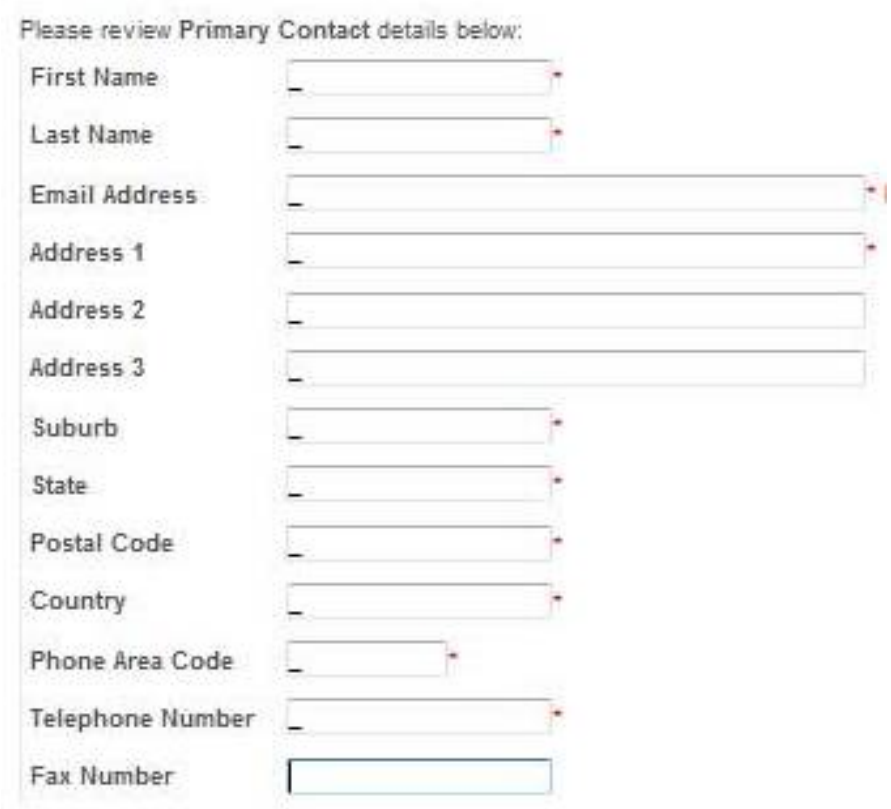
In this section of RISe you are able to inform ARPC of any changes in contact details that may have occurred.

Once you click on the Manage Profile menu item you will be taken to the following screen



- edit any applicable company information
- scroll down on the screen

- edit any applicable Primary Cedant contact information



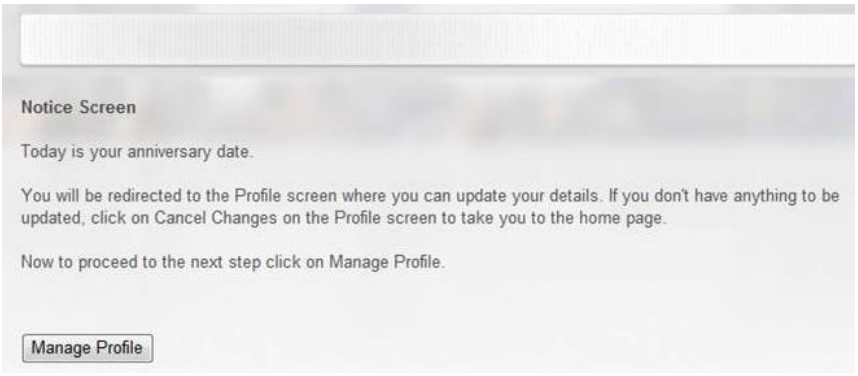
NOTE ***If you have alternate contacts that you would like added to RISe, please inform ARPC and provide the persons contact details as above.***

NOTE ***Any changes made to contact information will be sent via a notification email to ARPC, who will then make the changes to the database. By doing this, ARPC is able to keep track of changes that are made and ensure that all appropriate documents are updated accordingly and all relevant staff are notified.***

- edit any applicable Broker/Agent company information

- once you have correctly edited the information click on the Email Changes >> button, this will then send an email to the ARPC alerting them of the amendments

As a reminder to check this information, the ARPC has allocated each company with an 'Anniversary Date' on this date the following notice will appear.


Notice Screen
Today is your anniversary date.
You will be redirected to the Profile screen where you can update your details. If you don't have anything to be updated, click on Cancel Changes on the Profile screen to take you to the home page.
Now to proceed to the next step click on Manage Profile.
Manage Profile

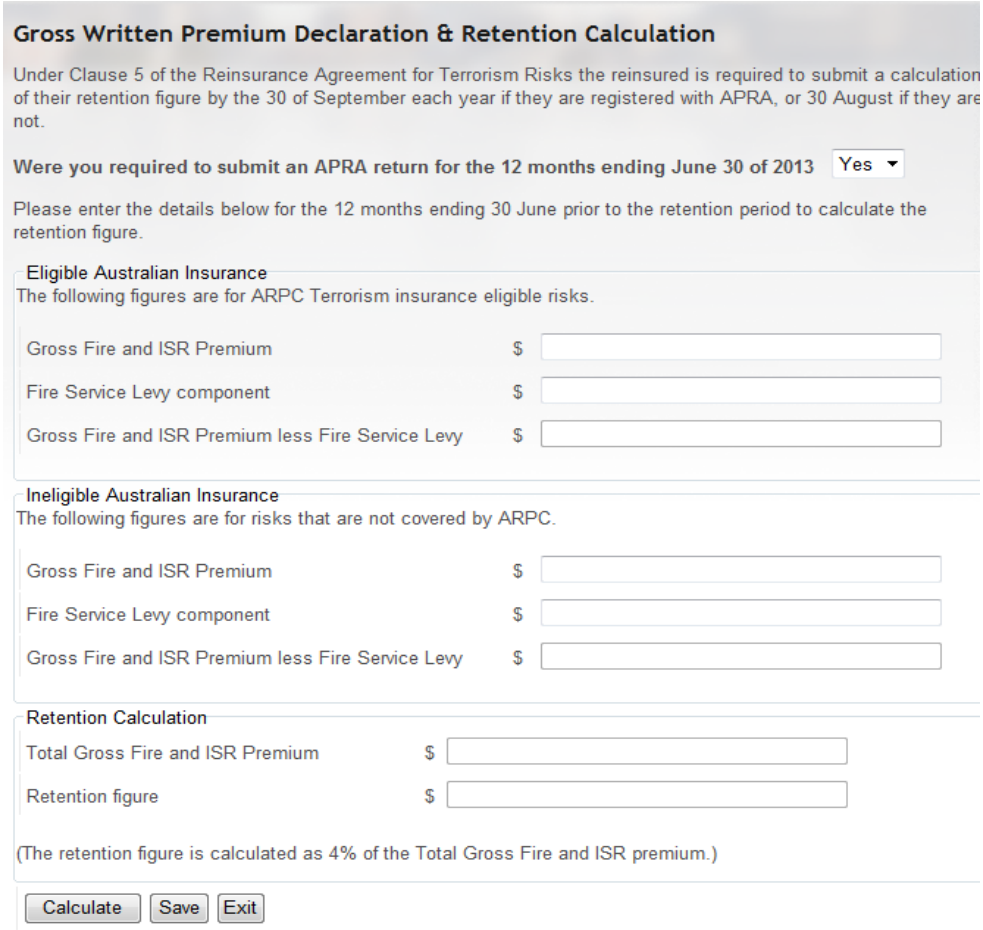
When you click on the 'Manage Profile' button you will be taken to the 'Manage Profile Screen' to check your details, if there have been any changes, please follow steps 1 -4. If there have not been any changes to the company or contact details in this period click on the No Changes button, which will then take you to the RISe Home page.

12 Manage GWP

In accordance with clause 5 of the Reinsurance Agreement for Terrorism Risks, clients are required to submit their Gross Fire/ISR premium figures for eligible and ineligible premium each retention period.

- *APRA regulated insurers are to submit to ARPC information matching to their ARPC return, by 30 September each year for the prior 12 month period ending 30 June*
- *Non-APRA regulated insurers are to provide equivalent financial information to ARPC by 30 August each year for the prior 12 month period ending 30 June.*

- indicate wether or not you were required to submit an APRA return for the last financial year from the drop down box


Gross Written Premium Declaration & Retention Calculation
Under Clause 5 of the Reinsurance Agreement for Terrorism Risks the reinsured is required to submit a calculation of their retention figure by the 30 of September each year if they are registered with APRA, or 30 August if they are not.
Were you required to submit an APRA return for the 12 months ending June 30 of 2013
Yes
Please enter the details below for the 12 months ending 30 June prior to the retention period to calculate the retention figure.
Eligible Australian Insurance
The following figures are for ARPC Terrorism insurance eligible risks.
Gross Fire and ISR Premium $
Fire Service Levy component $
Gross Fire and ISR Premium less Fire Service Levy $
Ineligible Australian Insurance
The following figures are for risks that are not covered by ARPC.
Gross Fire and ISR Premium $
Fire Service Levy component $
Gross Fire and ISR Premium less Fire Service Levy $
Retention Calculation
Total Gross Fire and ISR Premium $
Retention figure $
(The retention figure is calculated as 4% of the Total Gross Fire and ISR premium.)
Calculate
Save
Exit

Field	*Description*
Eligible Australian Insurance	Refers to eligible risks that you report and pay premium to ARPC for.
Ineligible Australian Insurance	Refers to risks that you cover that are not covered by ARPC
Eligible Gross Fire and ISR Premium	This is the annual figure for the subject gross written premium for eligible risks in the Fire and ISR class from the last financial year. When entering this amount in RISe you should also include any applicable fire service levy component that you paid
Eligible Fire Service Levy	Enter any applicable eligible fire service levy as a separate figure (if this is nil enter a zero ('0')
Eligible Gross Fire and ISR Premium less Fire Service Levy	*Your total eligible amount will automatically calculate once you click on the 'Calculate' button. You are not able to edit this field*
Ineligible Gross Fire and ISR Premium	This is the annual figure for the subject gross written premium for ineligible Fire and ISR class risks from the last financial year. When entering this amount in RISe you should also include any applicable fire service levy component that you paid
Ineligible Fire Service Levy	Enter any applicable ineligible fire service levy as a separate figure (if this is nil enter a zero ('0')
Ineligible Gross Fire and ISR Premium less Fire Service Levy	*Your total ineligible amount will automatically calculate once you click on the 'Calculate' button. You are not able to edit this field*
Total Gross Fire and ISR Premium	*This will automatically add your eligible and ineligible totals once you click the 'Calculate' button. You are not able to edit this field*
Retention Figure	*This will automatically calculate 4% of your Total Gross Fire and ISR Premium which will be your retention for the current financial year. You are not able to edit this field*

The ARPC's minimum retention amount is A$100,000.00

- enter the appropriate amounts and click on the on the Calculate button

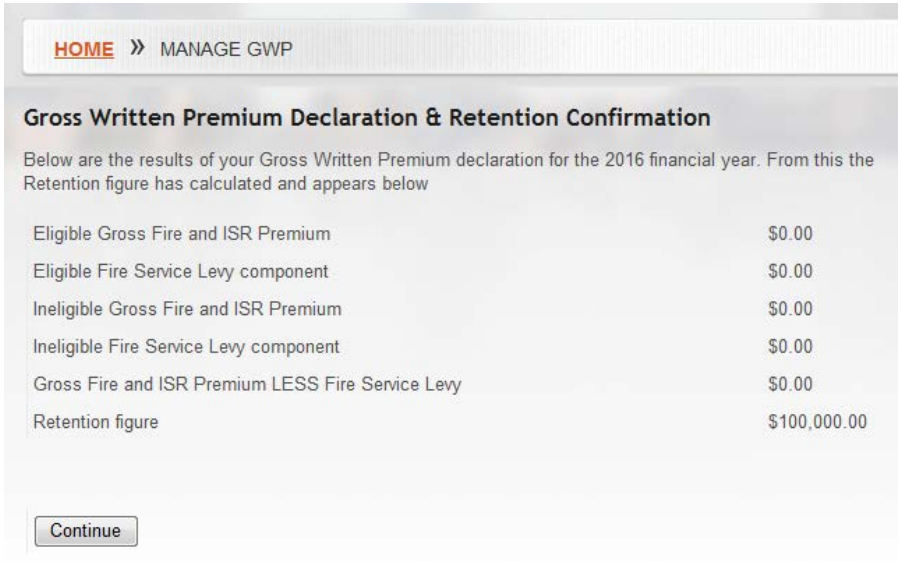
- the system will then automatically compare this new retention amount against your previous retention. If there is a large variance you will receive the following message

  Please note: the figures you have entered vary significantly from last year's submission. If you believe these figures are correct please press save to continue with your submission, otherwise please review and adjust appropriately.

This is not an error message, merely an alert to bring this to your attention should you wish to check the figures entered again.

- to proceed click on the Save >> button

- if the amounts on the screen are correct click on the Continue button


HOME » MANAGE GWP
Gross Written Premium Declaration & Retention Confirmation
Below are the results of your Gross Written Premium declaration for the 2016 financial year. From this the Retention figure has calculated and appears below
Eligible Gross Fire and ISR Premium $0.00
Eligible Fire Service Levy component $0.00
Ineligible Gross Fire and ISR Premium $0.00
Ineligible Fire Service Levy component $0.00
Gross Fire and ISR Premium LESS Fire Service Levy $0.00
Retention figure $100,000.00
Continue

- ARPC will be notified of your submission and in due course you will be sent an endorsement confirming your new retention for the period.

As a reminder, from the 01 July each year a notification will appear informing you that you need to submit your GWP declaration (it will also inform you of how many days you have to submit it).

RISe Home
Annual Premium Declaration
Your annual premium declaration is required to be submitted within 0 days.
To proceed to the next step click on Continue.
Continue

13 Q & A's

What is the difference between Premium Returns, Aggregate Returns and the GWP declarations?

The aggregate return is due once a year, by 31 August, and is a snapshot of your risk exposure by postcode and state as at 30 June of that year.

Premium Returns are due quarterly and are used to calculate how much premium is payable to the ARPC by business class, tier and state.

The gross written premium declaration is due once a year, by 30 September and is the sum of your annual gross written premium for the fire/ISR Class of business (less any Fire Service Levy) and is used to calculate your annual retention figure.

Aggregate Returns

When are they due?

Annual Aggregate returns are due by the 31 August each year and you are able to start submitting them from July.

How do I amend a submission?

RISe only allows one Aggregate Return per client per year. Therefore, you will need to contact ARPC who will delete the previously submitted return for you.

Should I report Contents Only risks?

ARPC asks that you only report on a risk where a building is insured. This means that you should not report on 'contents only' risks or on risks that do not have a building component. The same applies for Business Interruption only

Should I report Business Interruption Only risks?

As with Contents Only risks, ARPC asks that you only report on a risk where a building is insured. This means that you should not report on 'Business Interruption only' risks or on risks that do not have a building component.

What does 'ARPCConcurrencyException' mean?

This error message can sometimes occur when you have attempted to upload your return, been advised off errors, corrected those errors and then tried to submit the return again all in the one session. This means that your Aggregate Return was not submitted.

Please close down your browser and then log back in and submit again.

Gross Written Premium (GWP) declarations

When are they due?

Gross written premium (GWP) declarations are due by the 30 September of each year.

Why is the retention displaying $100,000 when I entered nil figures?

As per the Reinsurance Agreement for Terrorism Risks the Australian Reinsurance Pool Corporations minimum retention level is $100,000.00.

Premium Returns

When are they due?

Quarterly premium submissions and payments are due within 30 days after the end of the quarter.

01 July – 30 September

01 October – 31 December

01 January – 31 March

01 April – 30 June

How do I amend a submission?

In order to amend a return you have submitted previously you will need to upload a new premium template for the applicable quarter (if this is for a previous financial year you will need to contact ARPC in order to receive the correct spreadsheet).

On the new premium template you will need to show the full amount of premium (not just the difference between what you previously reported and this one).

This will then override the previously submitted template in the system.

When does ARPC's financial year begin and end?

Financial years commence on the 01 July (this means that the period ending 30 September will always be the first quarter of the new year) and end on the 30 June.

How do I amend a submission?

In order to amend a return you have submitted previously you will need to upload a new premium template for the applicable quarter (if this is for a previous financial year you will need to contact ARPC in order to receive the correct spreadsheet).

On the new premium template you will need to show the full amount of premium (not just the difference between what you previously reported and this one).

This will then override the previously submitted template in the system.

What do we do on the Premium Template if we don't pay GST?

On the 'Remittance' (first sheet) page of the premium template there is a drop down box next to 'Foreign Company (No GST)?:' You should change the drop down option from no to 'Yes'.

Postcodes

Tier Postcode tables are not accessible in RISe. Please refer to our website http://www.arpc.gov.au/?/postcodes.

Please note that postcode tables are reviewed quarterly and all ARPC clients are notified via the the quarterly newsletter, Under the Cover, of any updates.

Postcode amendments can also be found on the last sheet of the 'ARPC Aggregate Return, which is available from the 'Download Templates' section of RISe.

14 NOTES